

DIRECTOR OF ADMINISTRATION
(Albany Parking Authority)

DISTINGUISHING FEATURES OF THE CLASS: The work encompasses performing a combination of human resources services as well as various supervisory financial tasks. This position involves coordinating daily operational functions streamlining management and financial systems, monitoring budgets, administration of benefits and other Human Resources programs and analyzing financial data. Work is performed under the general supervision of the Executive Director. General supervision is exercised over staff of the office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for the onboarding of new employees;
- Monitors attendance records, paid time off accruals and requests;
- Files necessary paperwork regarding employees placed on notice of violation of authority policy regarding attendance and leave;
- Monthly reporting of union dues and other voluntary benefit deductions;
- Manages health insurance plan and annually evaluates current health plans;
- Ensures payroll runs are successful and on time;
- Resolves, researches and corrects any payroll discrepancies;
- Processes payroll disbursements; such as child support withholdings, deferred compensation and garnishments;
- Accounts for daily deposit of revenue from authority facilities;
- Maintains records relating to parking revenue and operating expenses;
- Addresses credit card disputes which involves researching how the discrepancy occurred;
- Performs supervisory functions over the tasks completed by the administrative staff;
- Updates monthly payroll summary reports, NYS retirement reports and enforcement expense reports;
- Oversees the updating of the garage average rate schedule and notifying customers of rate increases;
- Maintains prepaid/accrual schedules;
- Reconciles the monthly meter report;
- Responsible for year-end billing;
- Prepares audit reconciliation schedules;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern methods used payroll, payroll tax and withholdings;
- Thorough knowledge of payroll tax deposits;

- Thorough knowledge of payroll processing techniques;
- Good knowledge of computer software applications;
- Good knowledge of the principles and techniques of supervision;
- Ability to communicate effectively both orally and in writing;
- Ability to formulate logical decisions;
- Ability to meet stringent deadlines;
- Skill in mathematical computations;
- Interpersonal skill in relation to internal and external contacts;
- Ability to plan, assign and supervises the work of others;
- Ability to maintain accurate accounts and records;
- Ability to understand oral and written directions;
- Good judgment;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree (or higher) in Accounting, Public Administration, Business Administration or a related field AND three (3) years experience in public or business administration, payroll management and/or human resources; **OR**
- B. Graduation from a regionally accredited or New York State registered four year college or university with an Associate's Degree Accounting, Public Administration, Business Administration or a related field AND five (5) years experience in public or business administration, payroll management and/or human resources; **OR**
- C. Any equivalent combination of training and experience as indicated within the limits of (A) and (B) above.