

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Public Health

**TITLE:** Administrative Officer

**SALARY (GRADE):** \$48,141 (28W) Plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This administrative position involves the responsibility for the management of the agency financial affairs. The incumbent works under the general direction of the respective Director/Commissioner with leeway afforded for the exercise of independent judgment in the development of plans, implementation, and coordination of the financial policies of the department. The incumbent supervises the work of other subordinate employees. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Master's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** one (1) year of experience involving financial management of programs\* of public or private agencies, enterprises, or businesses; **OR**
- (B) Possession of Bachelor's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** three (3) years of experience involving financial management of programs\* of public or private agencies, enterprises, or businesses.

\***Experience in financial management of programs** is defined and limited to mean: responsibility for direction, control, and decision making in financial areas such as cost accounting, cost/benefit analysis, budgeting, payroll, purchasing, etc. Experience involving repetitive recording, classifying, and verifying of financial data is not acceptable experience.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** February 10, 2023

**\*\*Oneida County is an equal opportunity employer\*\***