

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
TITLE: Director of Administrative Services
GRADE/SALARY: 36M - \$56,617 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the supervision and coordination of a variety of departmental fiscal and related operating affairs. In addition to supervising all accounting and fiscal operations and personnel, the incumbent has charge of the conduct and implementation of special projects and internal administrative studies and is responsible for recommending policies and procedures in the administrative services or payroll area. The work is performed under the direction of a higher level supervisor, in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. Direct supervision is exercised over subordinate staff members. The incumbent performs related work as required.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by 24 semester credit hours in accounting, public or business administration, **AND** four (4) years of public or business administration experience, which must have included accounting and budgeting duties; two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration or a closely related field, **AND** six (6) years of public or business administration experience, which must have included accounting and budgeting duties; two (2) years of which must have been in a supervisory capacity.

NOTE: Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred.

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 6th 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: May 13, 2021

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