

# ASSOCIATE ADMINISTRATOR

Department: Varies  
Classification: Competitive  
Specification Number: 4750  
Approved: 3/27/23  
Revised: By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and three (3) years of administrative or supervisory experience in public or business administration; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and seven (7) years of administrative or supervisory experience in public or business administration; or,
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

### *PROMOTIONAL*

Two (2) years of permanent competitive status as an Administrative Assistant.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for performing functions distinguished from specialized administrative titles, in that the incumbent is responsible for more than one significant specialty area, or performs administrative functions not requiring highly specialized qualifications. Considerable initiative and independent judgment are used in performance of duties. Supervision may be exercised over clerical and technical staff. Work is reviewed through conferences and written reports. Does related work as required.

## TYPICAL WORK ACTIVITIES

Performs studies on procedures and workload and prepares recommendations for improved methods and alternative courses of action;  
Reviews work flow and initiates changes for increased productivity;  
Interprets departmental regulations for staff;  
May assist in the preparation of the departmental budget; annual and special reports;  
May represent the department head at conferences and interdepartmental and public meetings.  
May interview job applicants and makes recommendations on hiring;  
Assists in the development of training programs and schedules, plans and provides training for new staff;  
May supervise employees in the maintenance of various payroll, personnel, budgetary, inventory and other departmental records or processes.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the methods and techniques of office management, organization and supervision; thorough knowledge of the principles and procedures of public administration and budget preparation; ability to plan, organize and supervise the work of others in a manner conducive to full performance and high morale; ability to analyze office and field work procedures; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.