

ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical administration of a Community Mental Health or Public Health Facility. The work is performed under the direction of the Department Head. Wide latitude is permitted for the exercise of independent judgment in planning, developing, directing and coordinating support services and functions of the facility. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains fiscal oversight through the management of multiple service contracts with vendor agencies, ensuring compliance with appropriate accounting and regulatory processes;
- Implements and monitors the development and operation of patient billing systems to ensure collection of patient fees and other revenues;
- Supervises recruitment, placement and employee relations;
- Supervises maintenance of internal accounts and the preparation of payrolls;
- Reviews budget requests, supervises the analysis of such requests, prepares recommendations and justifications, participates in budget hearings;
- Directs continuing and special studies of the organization and its operations;
- Promulgates policy and procedural manuals and guidelines;
- Controls expense accounts and purchases;
- Supervises mail and supply operations, reproduction work and the maintenance and operation of general and office files;
- Supervises the procurement of office premises, equipment, travel authorizations and clerical services;
- Maintains liaison and represents the agency in contacts with other local agencies, state departments and the Federal Government;
- Develops and implements an effective community relations program to insure support and understanding from the community;
- Develops and monitors operation of quality assurance/utilization review processes to ensure regulatory compliance;
- Works closely with Department Head as representative of the Local Governmental Unit in interaction with state control agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration; thorough knowledge of Medicaid (MMIS) billing processes and regulatory requirements; good knowledge of institution business and personnel management practices; working knowledge of accounting methods; ability to plan, coordinate and supervise a wide variety of mental health or public health activities on a large scale; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgment; emotional stability, firmness, patience, tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND**

Either (A) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in hospital or health care administration, business or public administration or closely related field;

Or (B) Graduation from a regionally accredited or New York State registered college with an associate's degree in the fields described in (A) above and two years of administrative/business experience;

Or (C) Four years of administrative/business experience.

Competitive Class

Adopted 01/01/2004 Personnel Officer
Revised 04/07/2016 PO
Revised 03/18/2024 PO
Revised 2/2/2026 PO