

# Personnel and Civil Service

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## NOTICE OF VACANCY Director of Administrative Services

**Date Issued: 02/16/23.** This is an administrative position involving responsibility for the supervision and coordination of the fiscal and administrative affairs in one or more departments. The work involves responsibility for preparation and maintenance of the department budget and for recommending policies and procedures in the administrative and financial service areas. Work is performed under the general direction of the appropriate Department Head in accordance with established policies and procedures. Direct supervision is received from the Department Head or designee, with considerable leeway allowed in the use of independent judgment. Supervision is exercised over the work of assigned subordinate administrative, fiscal and/or clerical personnel. Does related work as required.

The title of Director of Administrative Services is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is unknown at this time.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$59,997 – \$69,997 (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

### **MINIMUM QUALIFICATIONS: Either:**

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four (4) years of full-time experience or its part time equivalent in business administration or accounting, at least three (3) years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an associate degree and six (6) years of full-time experience or its part-time equivalent as described in (a) above, three (3) of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**
- c. Graduation from high school and eight (8) years of full-time experience or its part-time equivalent as described in (a) above, three (3) of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**
- d. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE: A Master's degree in Business or Public Administration or closely related field may be substituted for two years of the required experience outlined above, however, the candidate must still possess at least three years of the supervisory experience.**

**Apply Online** by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: Applications will be accepted until position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and/or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.