

DEPARTMENT: **BUILDINGS & GROUNDS**  
CLASSIFICATION: **COMPETITIVE**  
APPROVED: **OCTOBER 26, 2015**

**FLSA Status: Exempt/Administrative**

**DEPUTY DIRECTOR – BUILDINGS & GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for managing, monitoring and administering fiscal and general operations of the Department of Buildings and Grounds. The incumbent is responsible for assisting in the planning, organization, and direction of Department operations which is responsible for the efficient and cost-effective operation, maintenance, and improvement of all Niagara County government buildings, grounds, mechanical equipment, and facilities. The work involves fiscal and operations policy development, implementation and interpretation; analyzing and monitoring program funds, grants and expenditures; developing accounting systems; furnishing periodic financial reports and overseeing account keeping activities; monitoring programming, projects, and contracts; and reporting. The work is performed under the general direction of the Director and in accordance with State and Federal laws and local rules. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative, professional and clerical personnel in assigned areas of responsibility. The incumbent may act for and in the place of the Director when assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, manages, and monitors all financial activities including but not limited to billing and accounting, purchasing and contract management, developing and monitoring the budget, grant accounting, capital project accounting, monitoring revenues and expenditures, supply and equipment inventory control, utility procurement billings, payroll oversight, and fiscal reporting;
2. Assists the Director with the planning, organization, direction, and supervision over the operation, maintenance, and repair of facilities and equipment and in scheduling, assigning, and overseeing personnel involved in the buildings, grounds, and parks divisions;
3. Provides direct administrative supervision for maintenance, clerical, and fiscal personnel in the Department and provides training to staff on new and existing policies and procedures; when assigned, directs, assigns, trains and evaluates the work of subordinate supervisors and personnel; and assists with hiring, firing, and disciplinary actions;
4. Assists the Director with the development of the annual department budget and state annual implementation plan to include securing budget estimates and conducting budget studies and assisting with the preparation of operational and capital estimates, specifications, and plans for repairs and alterations to county facilities and equipment;
5. Plans, develops and implements policies, procedures and systems for fiscal and operational issues in accordance with State and Federal laws and local rules including processes to monitor the effectiveness of departmental fiscal systems; policies related to billing and accounting, purchasing, and contract management; new departmental fiscal management systems; and the preventive maintenance program;
6. Monitors, inspects, and tracks status of various department activities, projects, and programs including the work of department personnel and contractors;
7. Oversees the work order program, evaluates productivity of personnel, and makes annual recommendations to the Director;
8. Collaborates with the Information Technology Department and assists with the management of the county's telecommunications network;
9. Performs administrative and office management tasks such as screening callers and visitors; scheduling and arranging meetings; assembling background materials; preparing resolutions, correspondence, memoranda, reports, newsletters, and minutes; etc;
10. Collaborates with all departmental divisions, with other departments, and local municipalities in areas of his/her professional responsibility;
11. Interprets State and Federal directives, bulletins, and procedural material within his/her area of responsibility and develops procedures to implement same;
12. Represents the Director in dealing with representatives of other local departments, local municipalities and State agencies;
13. Prepares, maintains, and issues a variety of reports including fiscal, statistical, and reports related to preventive maintenance, inspections, repairs, etc. to ensure compliance with all codes, rules, and regulations;
14. Attends meetings as necessary.

**CONTINUED**

## **DEPUTY DIRECTOR – BUILDINGS & GROUNDS CONTINUED**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of governmental accounting and procedures of cost accounting; thorough knowledge of State and Federal practices, laws, rules and terminology regarding the administration of public works financial programs; thorough knowledge of financial administration including budgeting, purchasing, personnel administration, contract and payment negotiating and reporting; thorough knowledge of the principles, practices and procedures of public works administration; working knowledge of applicable codes, laws, rules, and regulations governing buildings, grounds, and parks administration; working knowledge of telecommunications systems; thorough knowledge of administrative management principles, practices and techniques; good knowledge of Federal, State, and other funding sources related to public works activities; ability to plan and develop accounting systems; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; good judgment; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

One (1) year of permanent competitive status as an Administrative Assistant in the Department of Public Works immediately preceding the date of written examination.

### **OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and two (2) years of full-time paid professional financial, administrative or management experience that involved supervision; **OR**

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and four (4) years of full-time paid professional financial, administrative or management experience that involved supervision; **OR**

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid professional financial, administrative or management experience that involved supervision.