

ASSISTANT DIRECTOR OF ADMINISTRATION
(DEPARTMENT OF PROBATION)

Duties and Responsibilities

This is a management class of positions. Incumbent also performs related work.

Under executive direction of the Commissioner and the Executive Director of Administration (Department of Probation) with the widest latitude for the exercise of independent initiative and judgment, assists in the administrative management and direction of the accounting, budgetary, fiscal, personnel, payroll, purchasing and revenue programs of the Citywide Department of Probation; plans formulates and executes policies and procedures; advises and renders assistance to the Commissioner, Executive Director of Administration (Department of Probation), and other executive staff members on administrative matters; assists in the procurement and purchasing of all supplies, furniture, equipment and office services for the agency as well as the timely payments related thereto including rentals for leased properties; directs the agency revenue activities to secure reimbursements to the City from various funding sources; may represent the department in its contacts with a variety of City, State and Federal departments and agencies; acts as the Executive Director of Administration (Department of Probation) in his/her absence; performs related executive and administrative duties as required.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in a governmental agency, business firm, civic or educational institution, directing or assisting in the direction of one or more major areas of administration (such as budget, personnel, purchasing) in a large organization or organizational segment, or conducting related complex management studies and analyses, or performing an appropriate combination of these duties, of which at least 18 months of which must have been in an administrative, managerial, executive, consultative, or supervisory capacity; or

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Qualification Requirements (continued)

2. A satisfactory equivalent combination of education and experience. However, all candidates must possess the 18 months experience in an administrative, managerial, executive, consultative, or supervisory capacity as described in “1” above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.