

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
PO BOX 636
WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



Eileen M. Zehr
Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward
Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

VACANCY ANNOUNCEMENT

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Madison County seeks a full-time Assistant Director of Administrative Services in the Public Health Department to assist the Director of Administrative Services in the coordination and supervision of the fiscal and operating affairs of the department. The incumbent assists in departmental budget preparation and administration, and assists in policy development and implementation in financial and administrative matters. The work is performed under the general direction of the Director of Administrative Services and/or the department head with leeway allowed for the exercise of independent judgement. Supervision is exercised over subordinate paraprofessional and clerical staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a New York State registered or regionally accredited four year college or university with a bachelor's degree in accounting, business administration, finance, public administration or a closely related field and two (2) years of full-time paid experience, or its part-time equivalent in business administration, accounting or a closely related field; or
- (B) Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid experience, or its part-time equivalent as defined in (A); or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Successful completion of graduate study in a field listed in (A) above or a closely related field may be substituted for the required experience on a year for year basis.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

Application Deadline: 9/17/2021

EOE