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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : ADMINISTRATIVE OFFICER**  
**Code : 080045 FMF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs highly responsible administrative work in directing a major department or program or in performing important management functions of comparable responsibility; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require planning, organizing, and directing the activities of subordinates engaged in the administrative operations of a department.

**TYPICAL DUTIES**

1. Directs a departmental program involving large-scale and complex administrative operations.
2. Plans, organizes, and directs the work of a large number of technical and clerical personnel.
3. Establishes operational methods and procedures and develops departmental policies and regulations.
4. Prepares various statistical, financial, and special reports.
5. Directs some or all of the major staff services of a department.
6. Prepares, develops supporting data, and presents budget estimates and requests.
7. Directs a departmental personnel program.
8. Performs important public relations and liaison duties.
9. Reviews and replies to correspondence.
10. Reviews and edits reports and decisions issued by the department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of the principles and practices of public administration.
2. Thorough knowledge of the principles and practices of public personnel administration.
3. Some knowledge of governmental accounting.
4. Ability to exercise effective administrative and technical supervision over a moderately sized group of technical and clerical employees.
5. Ability to develop and install complex and large scale administrative procedures and operations and to evaluate their efficiency and effectiveness.
6. Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures.
7. Ability to speak and write effectively.
8. Ability to establish and maintain effective working relationships with other administrative officials and the general public.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university  
and

Four years of satisfactory experience in office management or staff work, including experience in personnel management, budget preparation, and procurement.

- NOTE:** 1. A Master's degree from a regionally accredited or New York State registered college or university may be substituted for one year of the experience as outlined above.
2. Experience, as outlined above, in excess of the four-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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