

CHIEF ADMINISTRATOR - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under direction from the District Attorney, an incumbent in this position directs the non-legal/administrative support and financial affairs of the District Attorney's Office. In this capacity, an incumbent serves as the principal advisor to the District Attorney on all administrative and financial matters that require the exercise of independent judgment and action. Discretion and confidentiality are key aspects of the work of this position, especially as they relate to the authorization and review of confidential/investigatory expenditures. Significant contacts will occur with key managerial personnel within the department as well as other County departments, state and federal agencies. This position is distinguished from that of Chief Assistant District Attorney, which is responsible for daily legal operations and activities, as they relate to the preparation and presentation of cases to the several courts within the County of Westchester. During periods of absence of the District Attorney, this class is authorized to act on behalf of the former in all administrative and financial matters. Supervision is exercised over a substantial number of non-legal personnel including assignments, training and administration. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as the chief confidential advisor to the District Attorney in administrative and financial matters;

Directs all fiscal operations of the Department including the preparation of the budget, grants and financial reports; in addition develops and maintains all accounting and reporting functions required by the Department;

Approves the expenditure of all appropriated funds, which also includes principal responsibility for the authorization and review of all confidential expenditures and maintains the necessary confidential files to account for and support all confidential expenditures;

Acts as coordinator and chief financial officer responsible for the development of grant information and the preparation, submission and monitoring of grant applications and funds;

Supervises the preparation of contractual agreements between this Department and vendors of services and equipment, including but not limited to consultants and other experts retained for specific investigatory matters;

Directs, monitors and evaluates the performance of consultants and experts employed under contract by the District Attorney's Office;

Directs, develops and maintains the necessary inventory and control records of all supplies and equipment assigned to the various operating units, including the supervision of the utilization of motor vehicles and other equipment;

Directs the planning and implementation of departmental personnel and administrative programs, procedures and policies, including the interviewing, selection and employment of all non-legal personnel of the department;

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EXAMPLES OF WORK (continued):

Directs the development and implementation of training programs for the improvement and maintenance of the employees' technical skills;

Directs the department's Equal Employment Opportunity Program assuming responsibility for developing and implementing all necessary procedures as well as supervising all necessary personnel to insure compliance with the county plan and the department's objectives;

Supervises and directs all non-professional personnel as required for the efficient and effective operation of the department;

Develops and insures, as the District Attorney's representative, necessary liaison between the District Attorney's Office and the various governmental and private agencies and community groups which come in contact with the office;

Directs and coordinates research projects for the purpose of developing programs to increase the overall effectiveness and efficiency of the District Attorney's Office;

Directs and coordinates the preparation of departmental procedural manuals as well as their periodic revision and maintenance;

Develops and maintains a system of administrative reports, analyses and files for the development of statistical data for use in the overall management of the department and the preparation of the District Attorney's annual report;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of departmental organization and administrative processes and techniques; thorough knowledge of accounting systems, budgeting, federal and state funding, planning, programming, and data processing; good knowledge of administrative and personnel matters and investigative accounting and auditing; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the Department; ability to identify critical administrative problems and to formulate realistic solutions integrating with minimum disruption into ongoing operations; ability to plan, direct and evaluate the work of assigned personnel; ability to delegate responsibility effectively; sound professional judgment; tact; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in accounting or business administration and either (a) seven years of professional experience in accounting; auditing; budgeting or administrative analysis and operations, three years of which was in the field of law enforcement, including or supplemented by three years of supervisory experience; or (b) a Masters Degree* and five years of experience as stipulated in (a) including or supplemented by three years of supervisory experience.

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*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.

West. Co.
J. C.: Exempt†
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Job Class Code: E0435
Job Group: XVIII