

DIRECTOR OF ADMINISTRATIVE SERVICES – CHAUTAUQUA COUNTY GOVERNMENT

DEPARTMENT OF FINANCE

Chautauqua County Department of Finance is looking to fill a permanent Full-Time (40 hours/week) Director of Administrative Services in the Mayville, NY office. This is an administrative position involving considerable independent responsibility for the supervision and coordination of the fiscal affairs of County departments. Work is performed under the direction of a department head in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. General supervision is exercised over fiscal personnel. Does related work as required. Salary commensurate with experience.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- Wellness Program
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Life Insurance

Minimum Qualifications: Must be a graduate from high school or possession of a high school equivalency diploma and **EITHER:** Possession of a Master's Degree in Accounting, Business Administration or Economics *PLUS* four (4) years of accounting and auditing experience, of which, at least two (2) years at a supervisory capacity of a subordinate staff; **OR** Possession of a Bachelor's degree *PLUS* 5 years of experience of which, at least two (2) years at a supervisory capacity of a subordinate staff.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it, along with a copy of degree/transcripts,** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer