



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Administrators Office

Job Title: DIRECTOR OF OPERATIONS (HELP's Program)

Salary Range: \$143,066 - \$184,446 (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 40 McMaster Street, Ballston Spa NY 12020

Classification: Non-Competitive HELPs (Exam requirements temporarily waived)

Job Description

On behalf of the County Administrator, an incumbent in this class has responsibility helping set the overall operational and strategic direction of the County and ensuring that the work of County departments aligns with the mission, and meets the goals, of the County Administrator and Board of Supervisors. The Director of Operations coordinates with all departments, including working with all Department Heads, managing resources, coordinating services, and developing and implementing County policies and procedures. Advises the County Administrator on matters of policy, legislation, planning, personnel, budgeting, and best use of resources. Work involves helping coordinate the collective duties of Department Heads and directing subordinate staff in the implementation of major projects and programs. Duties are performed under the general supervision and at the direction of the County Administrator, with wide leeway allowed for the exercise of independent judgement. Performs related work as required.

Minimum Qualifications (at least...)

- A. Possession of a Master's Degree and three (3) years of experience in public policy development, public personnel administration, government administration or a related field; **OR**
- B. Possession of a Bachelor's Degree and five (5) years of experience in public policy development, public personnel administration, government administration or a related field

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Helps direct and coordinate all County operations, including suggesting areas for operational changes to create efficiency and reduce redundancies across multiple County departments;
- Provides general direction on operational issues to all County Department Heads;
- Develops and implements long-term operational strategies to align with County objectives, as determined by the County Administrator and the Board of Supervisors;
- Helps with preparation and management of the County's annual budget, and makes recommendations to the County Administrator on areas for efficiency and cost reduction;
- Develops and maintains various policies and programs related to County operations through the creation of standard operating procedures and established internal controls; helps develop and/or revise County policies for



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review and approval by the County Administrator and Board of Supervisors, and implements such policies upon formal adoption;

- Analyzes data to inform decision-making and prepares reports, or directs the preparation of reports, for the County Administrator;
- In conjunction with the County Administrator and Human Resources Director, helps oversee recruitment and selection processes for Department Heads, Deputy Department Heads, and other high-level staff;
- Fosters a collaborative working relationship amongst staff, and, as needed, with external business partners and community agencies;
- May act as a liaison with external entities including community partners, contractors, vendors and other stakeholders;
- Analyzes the effectiveness and efficiency of operations and makes suggestions to the County Administrator for operational efficiency; oversees the implementation of any such changes or initiatives as approved by the County Administrator;
- Oversees special projects as assigned by the County Administrator;
- Attend meetings of the Board of Supervisors and may participate in discussion as needed at the direction of the County Administrator;
- May supervise and/or audit the performance of any and all contracts made by any person, company or corporation with the County for work done;
- May review, examine or audit the books and records of every department of the County under the jurisdiction of the County Administrator;
- Keep the County Administrator fully advised as to the operational condition and needs of County Departments;
- Delegate administrative duties as needed to Department Heads or other assigned subordinate staff.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement Membership, and competitive Compensation Plan

To Apply (via Link Provided is preferred method)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for complete application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted, or until the flyer is removed

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.