

ASSOCIATE DIRECTOR

The Associate Director works under the guidance and direction of the Executive Director and has broad responsibility for APA financials. The Associate Director leads financial initiatives of the Albany Parking Authority and develops strategies to improve profitability and financial stability of the Authority.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides effective overall day-to-day leadership of the APA including its finances, operations, administration, communications, and its infrastructure to achieve the APA's strategic goals and near-term objectives.
- Has shared responsibility to maximize revenue and minimize expense.
- Participates in the preparation of annual budgets, operating plans, and periodic financial reports to measure operating performance.
- Provides prudent financial management/leadership to ensure that the APA meets all its duties and obligations to its bondholders.
- Plans Financials to ensure the APA can meet strategic goals.
- Meets and confers with elected officials, civic, and business leaders to participate in and assist in economic development.
- Coordinates activities of the Authority with other transportation-related entities of the City, State, and private interests.
- Recommends policy improvements and prepares and develops plans for responsible growth of the Authority.
- Performs related work as required.
- Assumes the responsibilities of and provides leadership when the Executive Director is absent.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of finances and budgetary preparation
- Comprehensive knowledge of agency organization, function and operation
- Thorough knowledge of cost estimating and revenue projections
- Working knowledge of mathematics
- Ability to gather, analyze, summarize fiscal data and information
- Ability to present data, reports and recommendations clearly and concisely in written and oral form
- Ability to apply guidelines, procedures and policies governing financials
- Ability to plan, assign, train and supervisor others

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university

or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree (or higher) in Finance, Public Administration or Public Administration and three (3) years of finance management, public administration, or budgetary policy development; **OR**

- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Finance, Public Administration or Public Administration and five (5) years of finance management, public administration, or budgetary policy development; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates Degree in Finance, Public Administration or Public Administration and seven (7) years of finance management, public administration, or budgetary policy development; **OR**
- D. An equivalent combination or training and experience as defined by the limits of A through C.