

# ADMINISTRATIVE SUPERVISOR - HIGHWAY



The Jefferson County Highway Department is seeking a qualified professional for the position of Administrative Supervisor. This is a key management position responsible for the direct supervision and oversight of the department's financial and administrative operations. The incumbent will manage a broad range of functions, including the departmental budget, financial accounting systems, purchasing, payroll, grant applications, and internal controls. This role requires establishing and maintaining effective relationships with vendors and other governmental units, ensuring compliance with all applicable laws and regulations, and preparing a variety of complex records and reports.

**Salary Range:** \$75,407 - \$84,871 per year (2025 Rates)

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation

## MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business or public administration, finance, or a closely related field including or supplemented by twelve (12) semester credit hours of accounting and three (3) years of professional level work experience, in accounting, budget analysis/examination, industrial engineering or fiscal management; one (1) year of which must have been in a supervisory capacity; or

(B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business or public administration, finance, or a closely related field including or supplemented by twelve (12) semester credit hours of accounting and five (5) years of professional level work experience, in accounting, budget analysis/examination, industrial engineering or fiscal management; one (1) year of which must have been in a supervisory capacity; or

(C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

**Civil Service exam required for permanent appointment.**

**Applications will be accepted until October 31, 2025.**

**Apply online on our Employment Portal:**

<https://jefferson-portal.mycivilservice.com/>

**Or send a paper application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601

\*Jefferson County is an Equal Opportunity Employer\*



[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

