

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ANALYST

Spec No. 2346

BASIC FUNCTION

Provide complex and confidential administrative, financial, contract administration and project support services to the Director, Deputy Director, Division Director, Department Managers, Supervisors and staff as directed.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and coordinates the administrative work of the office. Provides feedback to staff on quality of work performed and mentors, as necessary. Participates in and makes recommendations concerning the hiring of subordinate employees; advises, assists, trains and evaluates subordinate employees.
2. Oversees and gives direction on the preparation of the department payroll; ensures deadlines are met; verifies accuracy of timesheet entries and reconciles payroll ledgers. Maintains department personnel vacation, sick leave, overtime hours and other leave related matters.
3. Performs personnel related functions for the Department. This includes, but is not limited to; preparing job requisitions, job posting, reviewing job descriptions, prepares and conducts tests; conducts interviews, and certifies hiring decisions.
4. Provides advice and assistance to management staff in the administration of county personnel practices and procedures; assist in assuring compliance with applicable department, county, state, and federal policies and procedures. Maintains confidentiality related to sensitive personnel and political issues.
5. Coordinates the department's annual budget development and administration; prepares the Facilities annual operating budget in conjunction with management; monitors the fiscal health of applicable funds through analysis of revenues, expenditures, cash position, and fund balance; prepares correspondence and supporting documents for budget transfers, supplemental and emergency appropriation requests. Completes cost/benefit analyses and/or special projects as assigned.
6. Coordinates and prepares management information reports used in budget development, rate studies, etc. Develops, analyzes and updates computerized fiscal models and programs including fee structures; reviews, calculates and recommends rates for services; develops and maintains fiscal reports relating to revenue trends, operating cost and capital projects.
7. Reviews purchase requisitions, invoices, contracts, vendor payment requests, applications and certificates for payment, public work paperwork, journal vouchers, and other financial documents for appropriateness and approval. Prepares quarterly Leasehold Excise Tax returns. Manages the department's Purchase Card program.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Assists with the administration of state and federal grant programs; develops and implements tracking procedures; prepares reimbursement requests; serves as liaison with other agencies as necessary.
9. Oversees and gives direction on a wide variety of departmental related accounting tasks such as accounts payable, accounts receivables and receipting; performs cash receipts and subsidiary ledger reconciliations; prepares, reviews and /or approves original source entries to the County's accounting and payroll systems. Prepares and/or reviews year end departmental accruals; works with Finance on departmental accounting dispute resolution; provides accounting and financial information for on-going administration and management. Assists in the development and monitoring of departmental accounting policies and procedures; ensures compliance with internal controls. Coordinates accounting activities with other departments to ensure proper documentation, tracking and accounting of financial transactions.
10. Updates, rewrites and coordinate renewal of services and program contracts including preparation of supporting documents for Executive and Council approval.
11. Serves as liaison with other departments such as Human Resources, Budget and Finance, Payroll, Accounting, Information Technology and Department Divisions as required; represents the Department Director and managers on committees as assigned.
12. Recommends, develops, and implements operational efficiency methods to reduce or simplify administrative work required by county staff or our customers.
13. Researches, gathers, organizes and reports data for the annual office space plan, commute trip reduction program and other department related activities, projects and goals and objectives as assigned.
14. Develops, recommends and monitors implementation of departmental policies and procedures as appropriate. Review and update policies on a regular basis and distribute as needed; may conduct organizational, management, and operational studies as assigned.
15. May serve as the Network Administrator for the department; manages the department wireless devices, Coordinates departmental technology purchases and installation.; reviews and approves security access requests for Facilities employees, vendors, and contractors.
16. Administers the County's facilities use policy according to established practices and procedures; coordinates operational, legal and risk management issues with appropriate personnel.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

17. Leads the department in adhering to records retention standards and schedules.

STATEMENT OF OTHER JOB DUTIES

18. May maintain department equipment inventory reports, assist in conducting personal property inventories and fulfilling public disclosure requests.

19. Performs other duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in public or business administration, accounting or related field; PLUS, four (4) years professional level experience involving fiscal, administrative, managerial, and analytical work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A Washington State driver's license is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public personnel management and administration
- business writing and report preparation
- effective customer service
- office administration policies, procedures, methods and equipment
- practices, methods and procedures of business or public budgeting, fiscal management, accounting and administration
- revenue, expenditure and cash forecasting methods and models
- research and analysis methods and techniques
- program budgeting and financial management concepts and principles
- public and commercial accounting principles and practices
- basic supervisory principles and practices
- office management and supervision practices and procedures
- computer technology
- techniques for dealing effectively and professionally with the public, County staff, both orally and in writing

Ability to:

- maintain confidentiality in dealing with department personnel information

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KNOWLEDGE AND ABILITIES (Continued)

- work and make recommendations under pressure, meet deadlines and cope with interruptions
- adapt to diverse work situations
- work independently with minimum supervision
- analyze, develop and implement administrative systems, policies and procedures
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing in a professional manner
- effectively manage, supervise, train, coordinate, coach and evaluate the work of subordinate employees
- plan and manage complex projects
- plan and organize work, meet deadlines and manage several projects simultaneously
- evaluate, interpret and analyze complex financial and budget data to assist in management decision making; including principles and theories
- interpreting and implementing policies, procedures and computer applications related to the department
- operate personal computers and applied software packages
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- perform basic research and preparing clear and concise written reports
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds
- establish and maintain effective work relationships with elected officials, department heads, executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public

SUPERVISION

Employee reports to the Department Director or designee. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with periodic field trips to work sites throughout Snohomish County. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: June 2011 as Facilities Administrative Specialist

Revised and Retitled: January 2013

Revised and Retitled: March 2018 from Administrative Assistant – Facilities

Revised and Retitled: December 2018 from Administrative Analyst - Facilities

EEO Category: 2 - Professionals

Pay Grade: 241 - Classified Pay Plan

Workers Comp: 5306 Non-hazardous