

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SCHEDULER – PUBLIC WORKS

Spec No. 6388

BASIC FUNCTION

To manage the planning, creation and review of schedules for Solid Waste employees. Supports supervisory staff and crews, for scheduling, timekeeping, daily administrative tasks, record keeping and information dissemination.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Composes, formats, edits and distributes a variety of documents, such as weekly, monthly, and overtime reports.
2. Creates and maintains a variety of documents, spreadsheets, databases and reports for specialized information needed for scheduling.
3. Receives and documents calls from employees who are reporting variances in their work schedule due to unscheduled occurrences of sick leave, emergency floaters, bereavement leave and leave without pay.
4. Determines availability for scheduling of employees based on their qualifications, restrictions, and certifications and the Solid Waste Coverage Policy.
5. Dispatches and reschedules employees according to business need and for relief coverage needs per applicable County and Bargaining Unit rules and policies.
6. Prepares overtime scheduling lists for weekend duty Supervisors to ensure County and bargaining unit rules and policies are consistently followed.
7. Assigns overtime shifts according to Division Coverage Policy and Bargaining Unit Agreement under the authorization of a Supervisor or management.
8. Develops and prepares preliminary rebid schedules with data received from all sites; provides to Operations Manager on an annual basis for approval.
9. Coordinates with certified trainers and employees to schedule required training.
10. Tracks floating holiday usage and notifies supervisors when employee needs to schedule their use.
11. Reviews timecards for any corrections, problems or edits; communicates to supervisor for review and approval.
12. Evaluates that leave requests meet conditions of the Solid Waste Coverage Policy and ensures they are entered into the electronic timekeeping system.
13. Validates payroll to ensure timely and accurate payroll processing. Tracks, researches and resolves payroll and timekeeping issues.

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STATEMENT OF OTHER JOB DUTIES

14. Receives check in calls from drop box sites.
15. Provides administrative and clerical support duties such as purchasing and maintaining office inventory as needed.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in business administration, public administration or related field; AND, one (1) year experience in administrative work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- electronic timekeeping system
- basic mathematics
- standard office practices and procedures
- Microsoft Office Suite
- Snohomish County administrative processes
- Departmental/Division coverage policies

Ability to:

- follow oral and written instructions
- organize, prioritize, and manage a high volume of work
- operate standard office equipment
- make mathematical calculations
- clearly explain policies, procedures and schedules
- maintain necessary records and prepare required reports
- communicate effectively orally
- establish and maintain effective work relationships with superiors, associates, and the general public
- work on a team with a diverse group of employees
- maintain confidentiality

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SUPERVISION

Employee receives general supervision from an administrative superior as assigned. The employee carries out assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment. Work shift is required to begin at 4:45 am.

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

[EEO policy and ADA notice](#)

Class Established: January 2017
EEO Category: 6 – Administrative Support
Pay Grade: 311 – Clerical Pay Plan
Workers Comp: 5306 – Non-Hazardous