

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SERVICES ADMINISTRATOR – HUMAN SERVICES

Spec No. 1008

BASIC FUNCTION

To act for and on behalf of the Human Services Director as assigned. Organizes, coordinates and directs the activities of the office to accomplish the policies and objectives as determined by the Director.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates with other members of the Human Services Department management team identifying and achieving department goals.
2. Has full management oversight for the Administrative Services Division, which is responsible for the operational integrity of the Department.
3. Plans, develops, manages, plans, controls and coordinates departmental budget, personnel, technical contracting, purchasing, financial reporting and administrative support programs to ensure the department operates in compliance with applicable federal and state laws, regulations, and guidelines, and within county policies and procedures.
4. Develops, maintains, and monitors the department budget in conjunction with program administrators to ensure appropriate projections of expenses and revenues for personnel, equipment, materials, and facilities to meet program objectives and contracted program obligations.
5. Assigns reviews and evaluates the work of subordinate employees; advises, assists, trains, and develops subordinate staff; participates in the selection of new employees and makes recommendations regarding the hiring, promotion, discipline, transfer, and termination of subordinate employees.
6. Participates in the negotiation, monitoring, and administration of contracts and service agreements with program subcontractors; ensures compliance by vendors or subcontractors; with all applicable federal, state, county or other regulations; maintains monitoring controls for all contracts, agencies, or systems utilized in department; provides technical assistance to agencies as necessary.
7. Ensures the development and maintenance of systems, procedures, tracking mechanisms, reporting, and controls on all elements of departmental operations to ensure proper documentation of billings, payments, and utilization of grant and county funds; directs the processing of contract and sub contract funds, payroll, accounts receivable, and payable for the department.
8. Responds to external audits of department fiscal operations by federal, state, or other entities; takes corrective action when necessary.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Maintains knowledge of county personnel rules and regulations and labor contractual obligations, including employee benefits; oversees all internal hiring processes and personnel actions.
10. Utilizes and controls computer systems, technology and software for all functions within department.
11. Oversees the procurement and maintenance of leased space, equipment, telephones, and computer systems.

STATEMENT OF OTHER JOB DUTIES

12. During the Director's absence, serves as Acting Director, provides internal leadership and represents the Director with policymakers, elected officials, advisory and community groups, and in public appearances and forums.
13. Provides leadership to ensure that programs and services provided to the citizens of Snohomish County are fully accountable to fund sources, elected officials, and the needs of client and constituent groups.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, public administration, or business administration preferable in human services or grants management, AND five (5) years experience which includes supervisory and financial management responsibility; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

Prior experience working in governmental fiscal programs, with knowledge of requirements for managing grant funded programs is preferred. Skill in working with multicultural and ethnically diverse programs is a requirement.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of management and personnel administration;

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- principles, practices, and procedures of governmental and grant accounting, budgeting and financial management, general accounting, and fiscal administration;
- principles and practices of contract negotiation and administration;
- federal, state, and local laws, rules and regulations related to area of assignment;
- computer oriented information and record keeping systems;
- the effects of ethnic and cultural diversity in management, programming and staff development.

Ability to:

- control large, complex budget and fiscal issues from a variety of funding sources;
- gather, analyze, and evaluate a variety of data, including statistical data, to forecast and predict fiscal and budgeting requirements;
- develop positive options from data presented;
- establish and maintain effective working relationships with elected officials, department heads, associates, and the general public;
- set effective priorities among multiple tasks for the achievement of division goals;
- develop short and long range goals, objective, plans and programs;
- analyze and develop administrative systems, policies and procedures;
- exert leadership skills in a cooperative team atmosphere;
- effectively supervise, train, develop and evaluate the work of subordinate level employees;
- interpret and apply federal, state and local laws, rules, and regulations governing all program areas;
- monitor the performance of staff and vendors in contract compliance;
- analyze and evaluate internal operations and take effective action to correct deficiencies, resolve problems and increase effectiveness.
- budgeting and resource planning.

SUPERVISION

This position reports to, and receives direction from, the Director of the Human Services Department and has wide latitude for independent action. Work is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

WORKING CONDITIONS

The majority of work performed is in the usual office environment.

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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: June 1987 as Administrative Services Manager
Previous Spec No. 251179
Revised: July 1992
Revised and Retitled: Sept 1999 as Human Services Deputy Director
Revised and Retitled: March 2003
EEO Category: 1 – Officials and Administrators
Pay Grade: 111 – Management Exempt Pay Plan
Workers Comp: 5306 – Non-Hazardous