

SNOHOMISH COUNTY JOB DESCRIPTION
ADMINISTRATIVE SERVICES ADMINISTRATOR

Spec No. 1004

BASIC FUNCTION

To provide administrative, financial support, contract administration and special project services and studies for the General Services and the Department of Information Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of subordinate clerical and professional staff; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Provides for liaison with other county departments, advisory boards, and outside agencies as required.
3. Under the direction of the department director, provides general management direction for special projects or programs assigned to the department by the County Executive and or County Council.
4. May negotiate and/or review county contracts and agreements with other governmental agencies; recommends and implements policies and procedures governing relationships with other state and federal jurisdictions and agencies and the county council as assigned.
5. Coordinates the preparation of the department's annual budget; coordinate the perpetration of program plans, goals and objectives and funding requests; administers the appropriated budget and oversees expenditures.
6. Reviews proposals and complaints directed to the division as required; refers proposals and complaints to divisional manager as appropriate; personally acts on matters falling with agreed guidelines.
7. Reviews incoming correspondence, memoranda, reports and related materials; summarizes issues and makes recommendations as appropriate.
8. Prepares directives, policies and procedures; gathers information and prepares reports on special projects, as assigned by the director.
9. Prepares resolutions, ordinances and press releases; assists in the review, updating and codification of new or existing departmental ordinances.
10. May represent the department director at public hearings and before various community groups, the county executive and the county council; communicates the director's policies, goals, programs, and objectives as appropriate.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, political science or a closely related field; AND, four (4) years of experience in public administration, contract administration, or a related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public personnel administration;
- practices, methods and procedures of government accounting, budgeting and financial management;
- principles and practices of program planning, organization and administration;
- project management techniques and methods including project planning and cost containment procedures;
- basic personal computer processing and terminology.

Ability to:

- plan coordinate and evaluate the work of subordinate employee;
- establish and maintain effective working relationships with elected officials, department heads, associates, and the general public;
- communicate effectively, orally and in writing;
- work effectively across division and department lines and achieve goals.
- organize facts and present finding, conclusions and recommendations in a clear concise and logical manner;
- prepare a variety of correspondence, reports and other written materials;
- read, interpret and apply administrative directives;
- read, interpret and apply or related laws, rules and regulations including county personnel rules and labor agreements;
- exercise good judgment as to when to act independently and when to refer situations to a higher authority;
- investigate and resolve complaints in an effective and courteous manner;
- work under pressure and meet deadlines
- operate personal computer and related technology.

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SUPERVISION

The employee reports to and receives direction from the Director of General Services and Information Services. Work is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: October 1993

Spec No. 230135

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous