

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SERVICES DIRECTOR - SHERIFF'S OFFICE

Spec No. 1005

BASIC FUNCTION

To plan, organize and supervise the operations of the Administrative Services Section of the Sheriff's Office. Provides administrative support to the Sheriff and the Undersheriff coordinates the preparation.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, and coordinates the operations of the administrative staff services units including accounting, secretarial, planning, research and training; coordinates activities with the county's Finance Dept., Civil Service and Personnel Department, provides administrative support to the other division and units with the office.
2. Directs, supervises and evaluates the work of subordinates and other staff as necessary.
3. Participates in the development of office policies, procedures and programs and oversees implementation when necessary.
4. Participates in the development of office policies to develop short and long range plans in areas such as equipment acquisition and replacement; facilities maintenance and expansion and office automation; directors office organization as needed.
5. Coordinates the preparation of the department's annual budget; administers the appropriated budget and oversees expenditures.
6. Coordinate the research and identification of outside grant sources; directs the preparation of grant applications and the negotiation of grant contracts, oversees implementation of grant funded programs and monitors for compliance with local, state and federal agencies requirements.
7. Negotiates and/or oversees contract development for goods and/or services.
8. Attends committee, council, department and inter department meetings as assigned. Serves as member of administrative staff for union negotiations.
9. Composes, drafts or edits letters, memoranda, reports; oversees the development and publication of the annual report.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business or public administration, AND, four (4) years of experience in public administration, 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.

SPECIAL REQUIREMENTS

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

To be eligible for appointment, applicants must pass a Civil Service examination. A complete background investigation, including fingerprinting, a complete criminal record check and a polygraph examination is required; any conviction record may be disqualifying.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public personnel administration;
- governmental accounting, budgeting and financial management;
- federal, state and local laws, rules and regulations related to areas of assignment;
- principles of public administration, management and supervision;
- principles and practices of public personnel and related programs.

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 Sheriff and Undersheriff. 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: February 1980 as Fiscal Manager Spec No. 210043

Revised: January 1988

Approved by the Civil Service Commission January 12, 1988

EEO Category: 1 – Officials and Administrators

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous