

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SERVICES MANAGER - FACILITIES MANAGEMENT

Spec No. 1104

BASIC FUNCTION

The primary duties are to develop, coordinate, supervise, and manage the administrative and professional staff, programs, and operations within the Facilities Management Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plan, organize, coordinate and direct staff programs and operations related to administration of the department to include personnel management, labor relations, contract administration, and departmental finances; administer operations of property management, county building security; parking operations, and related facilities management functions.
2. Supervise and direct the work of subordinate employees' evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline and make recommendations on termination of subordinate employees, as necessary.
3. Prepare, submit and present annual department budget; prepare and/or supervise the preparation of departmental program plans, goals and objectives, and funding requests; administer department budget and ensure compliance with the county budget.
4. Formulate procedures for departmental operations and initiate changes as necessary; prepare or supervise the preparation of operational policies and procedures; direct and evaluate short, intermediate, and long term facility plans as well as developing specific plans for managing implementation of those plans.
5. Coordinate department administrative operations with other county departments, outside agencies, ad advisory boards; confer with and advise Director and managers on various issues and problems concerning facilities and the department.
6. Assist with the preparation and /or supervision of the county's facilities and related policies, rules, regulations and reporting requirements for the director and county executive and adoption by the county council as appropriate; negotiate contracts and agreements with other governmental agencies, coordinate the preparation of motions and ordinances, recommend and implement policies and procedures governing relationships with other state, federal jurisdictions and agencies as well as the county council, as assigned.
7. Establish and maintain communication with client departments focusing on Facilities Management needs and represent department before various professional committees, public meetings, boards or councils to provide informant; regarding department activities or projects.
8. Manage the inventory, leasing, sales and purchase of county owned real property; review of appraisals for property acquisitions; establish of rental rates for county owned property; research, inventory and sale of tax title property, easements, and county mineral rights; tag, transfer, surplus and disposal of county personal property.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Serve on a variety of teams, committees and task forces as needed.
10. Serve in the absence of the department director.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in public administration, business administration or facilities management, or a closely related field; AND, five (5) years of experience in public administration, business management or facilities management; 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.

Must have or obtain a Notary Public Certificate.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public administration;
- laws, rules regulations and guidelines governing public administration;
- practices and methods of public management;
- issues and trends related to public management;
- budget development and administration;
- planning and program development;
- principles and practices of facilities management.

Ability to:

- effective communication - oral, written and graphic communication, presentation and group facilitation;
- establish and maintain effective working relationships with elected officials, department heads, associates, and the general public;
- formulating effective recommendations and solutions;
- mediate, negotiate and use conflict resolution techniques;
- handling multiple assignments and projects to meet deadlines;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- provide leadership and direction;
- be sensitive to political issues and political environment;
- supervise;
- budget and resource plan.

SUPERVISION

The employee reports to and receives direction from the Director. 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: December 1997 Administrative Services Manager - General Services

Revised and Re-titled: 1998

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous