

SNOHOMISH COUNTY JOB DESCRIPTION
ADMINISTRATIVE SERVICES MANAGER - DIS

Spec No. 1007

BASIC FUNCTION

To manage and integrate the county's technology program acquisition process and coordination through leading the Administrative Services Division; including the functions of technology contract management and administration, fiscal and budgetary development, technology licensing and maintenance, personnel systems and operations of the records, mail center, and print shop functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages the technology contract administration program for the county, including fiscal management, records, software, licensing, extensions, and agreements.
2. Manages the departmental budget process, including the financial system interface for enterprise billing of cost recovery fees; coordinates and communicates the budgetary process; develops the process and planning necessary to sustain budgetary support; manages and develops administrative support functions and personnel in the division which include payroll, accounting, clerical support, records and personnel.
3. Establishes objectives, goals, priorities, and deadlines for departmental financial management and charge back systems; monitors monthly the accounts receivable and payable reports, internal billing records, and fund status reports; advises director and division managers of unusual charges and possible abuses, and recommends course of action.
4. Develops annual work plans for assigned area; plans, organizes, coordinates, supervises and evaluates the work staff and program supervisors for technology contracts, software and systems licensing, budgetary and personnel systems, administrative, records management, print shop, and mail center programs.
5. Provides for implementation of new records management laws and procedures; monitors existing procedures for compliance with state statutes, recommends action to correct deficiencies, resolves problems, and ensures compliance with laws.
6. Participates in and makes recommendations concerning the hiring, firing, discipline, transfer or termination of subordinate employees; advises, assists and trains subordinates as necessary.
7. Provides for liaison with other county departments on records management laws and procedures, mail and print shop related matters such as fee increases and procedural changes.
8. Develops and prepares the annual departmental budget; coordinates the preparation of program plans, goals and objectives, and funding requests; monitors the approved departmental budget.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Coordinates the human resource activities of the department, such as salary administration, performance evaluation, employment, training, diversity programs at the departmental level.
10. Coordinates the administration of personnel policies and procedures; develops and implements departmental personnel procedures; investigates problems and takes corrective action or recommends appropriate policy change.
11. Manages department contracts for data processing and professional services; ensures contracts are renewed in a timely manner; coordinates all bid activities and facilities related purchasing issues.

STATEMENT OF OTHER JOB DUTIES

12. Represent department in director's absence on all technology administrative matters.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business or public administration, records and archival management, AND, four (4) years of experience in public administration in an information technology environment and/or direct responsibility for information technology funding in a public agency, and/or public records program 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public personnel administration and supervision;
- governmental accounting, budgeting and financial management for technology;
- federal, state and local laws, rules and regulations related to areas of assignment;
- principles and practices of records management, microfilming, imaging;
- basic data processing concepts;
- principles and practices of print, copy and mail service centers.

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KNOWLEDGE AND ABILITIES (Continued)

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;
- communicate on a wide variety of technical software, hardware, and contract services issues;
- understand and relate to technical applications and systems personnel;
- 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.

SUPERVISION

The employee reports to and receives direction from the Director of DIS. 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 1986 as Administrative Assistant-ISTS

Spec No. 231136

Revised and Re-titled: January 1988 as Administrative Services Manager - DIS

Revised: May 2002

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp:5306 – Non Hazardous