

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SERVICES MANAGER - PARKS

Spec No. 1134

BASIC FUNCTION

To assist the director with the planning, organizing, coordinating and providing day to day operations and management of the Department of Parks and Recreation, and to act for and on behalf of the Director as assigned.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides management oversight of the daily operations of the administrative, accounting, programs, marketing and communications functions of the Parks Division.
2. Plans, develops, manages and coordinates the budget, personnel, county contracts, 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 policy and procedures.
3. Supervises and coordinates the preparation of the financial program; oversees the general fund and multi-year capital fund financial systems; monitors revenue performance and expenditure trends; supervises the preparation of fiscal analysis and feasibility studies; provides guidance through assumptions and projections for the county's long range financial plan.
4. Collaborates with the director and other members of the senior management team to formulate departmental policy and procedures; assists in development and implementation of the business plans and work programs designed to translate broad policy strategies into specific objectives and action plans; assists in developing and conveying organizational vision and mission in alignment with Executive priorities.
5. Oversees and directs the development, design, operation and maintenance of operational and financial computer systems including department reservation/registration systems; administers procedures, tracking mechanisms, reporting and controls on all elements of operations to ensure proper documentation of billings, payments, and county funds; directs the processing of payroll and accounting.
6. Facilities management of park residential rentals, administration/activities center and vacation/retreat facilities; oversees and directs maintenance and improvements; screens applicants and administers contracts when applicable.
7. Responsible for the hiring process, personnel policies, procedures and programs; supervises, reviews and evaluates the work of employees; initiates various personnel actions including discipline and termination as necessary.

STATEMENT OF OTHER JOB DUTIES

SNOHOMISH COUNTY JOB DESCRIPTION
ADMINISTRATIVE SERVICES MANAGER - PARKS

Spec No. 1134

8. Performs the duties of the director in his/her absence as required.

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in finance, business, public administration or closely related field; And, five (5) years experience in public administration, accounting, or financial management which includes management responsibility in these areas; 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 management and public administration;
- practices, methods and procedures of governmental accounting, budgeting and financial management;
- principles and practices of program planning, organization and administration;
- federal, state and local laws, rules and regulations related to area of assignment;
- principles and practices of public personnel management and supervision.

Ability to:

- plan, coordinate and evaluate the work of employees;
- establish and maintain effective working relationships with elected officials, department heads, associates, and the general public;
- communicate effectively both orally and in writing;
- work effectively across division and department lines and achieve goals;
- read, interpret and apply work related laws, rules and regulations including county personnel rules and labor agreements;
- set effective priorities among multiple tasks for the achievement of department goals;
- analyze and evaluate internal operations and take effective action to correct deficiencies, resolve problems and increase effectiveness;
- work under pressure and meet deadlines;
- operate personal computer and related technology.

SUPERVISION

SNOHOMISH COUNTY JOB DESCRIPTION
ADMINISTRATIVE SERVICES MANAGER - PARKS

Spec No. 1134

The employee reports to and receives direction from the Director of Parks and Recreation 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

Work is performed in the usual office environment.

Class Established: December 2004

EEO Category: 1 – Officials and Administrators

Pay Grade 111 – Management Exempt Pay Plan

Workers Comp: 5306 - Hazardous