

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SPECIALIST

Spec No. 5001

BASIC FUNCTION

To provide administrative support services to assigned division or department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops and maintains manual and computerized financial management systems; assesses computer hardware and software requirements and makes recommendations as appropriate; coordinates computer related matters with department systems personnel and Department of Information Services; develops and maintains graphics for county code publication on the internet as required; assists with equipment procurement; participates in developing and implementing strategies for paperless agenda objective.
2. Supervises or personally prepares financial data and reports necessary for the development and maintenance of the department/division annual budget; regularly monitors revenue and expense data of assigned operations; coordinates accounting activities with other departments to ensure proper documentation, tracking, and accounting of financial transactions; prepares correspondence and supporting documents for budget transfers, supplemental and emergency appropriation requests.
3. Provides technical guidance and training to division and department leaders and grant program coordinator in use of financial data for budget development and maintenance, payroll, employee time records, acquisition of equipment, supplies and services; assists in the administration of county personnel practices and procedures; assures compliance with applicable department, county, state and federal policies and procedures.
4. May plan, organize, coordinate and supervise the work of secretarial and/or office subordinates; may participate in and make recommendations concerning the hiring, discipline, transfer and termination of employees; may advise, assist, train and evaluate employees as necessary.
5. Supervises the preparation of or personally prepares and maintains all employee time records and payroll information.
6. Maintains department equipment inventory; develops and maintains acquisition and replacement schedule; develops forms and procedures for use in obligation of budgeted funds, purchases of supplies and equipment and requests for services.
7. Develops and maintains a department space allocation and facilities plan.
8. Prepares detailed reports and conducts auditing procedures including deposits, sales, taxes, and balance sheets.
9. Oversees retention and storage system for all financial records and official department documents as assigned.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Recommends and implements operational efficiency methods; undertakes research and analysis projects as directed.
11. May work with staff and management team members on a regular basis to develop programs, plan and coordinate events, create efficiencies in overall operation of the facilities and administration.

STATEMENT OF OTHER DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree; PLUS, two (2) years experience in office/operations 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:

- practices, methods and procedures of government accounting, budgeting and financial management
- computer technology
- office practices and procedures
- supervisory methods and techniques

Ability to:

- operate computer terminals and a variety of applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- operate standard office machines and equipment
- exercise initiative and judgment and make decisions within the scope of assigned authority
- handle multiple tasks efficiently in a busy office environment
- communicate effectively to a wide range of customers while providing a high level of service

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SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. The work is carried out independently in accordance with instructions, established policies and accepted practices.

WORKING CONDITIONS

The work is performed in the usual office environment with some evening and weekend hours as required.

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

Previous Spec No. 610652

Revised: July 1987, October 1994, February 1995, January 2001, November 2004, February 2018

EEO Category: 2 - Professional

Pay Grade: 238 - Classified Pay Plan

Workers Comp: 5306 Non-hazardous