

**SNOHOMISH COUNTY JOB DESCRIPTION**

**FACILITIES ADMINISTRATIVE TECHNICIAN**

Spec No. 6184

BASIC FUNCTION

To perform a variety of administrative support work and complete special projects for the Facilities Management Department as assigned.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs special projects as assigned; conducts research and provides information; to interested parties as necessary.
2. Serves as administrative support associate for all divisions of the Facilities Management Department; initiates and maintains centralized files for the department; orders and maintains office supplies; distributes and collects internal and external mail; coordinates assignment of locker rooms to County employees; archives department records.
3. Provides backup services to the maintenance divisions by receiving and dispatching calls from customers and technicians; enters data into a computerized maintenance management system (CMMS) as required.
4. Supports human resource activities for the department by assisting with departmental recruitment activities and processing payroll information.
5. Performs technical accounting services including accounts payable, accounts receivable and cash receipting and generating related reports for the department.
6. Coordinates conference room schedules and use for County departments and other agencies; receives facility use application for processing; assist customers by answering questions as needed.
7. Provides quality customer service by assisting the general public on the phone or in person by answering questions, explaining services, policies and procedures on related County operations; backs up the customer service information desk as needed.
8. Assists the Property Management division in various activities including but not limited to helping conduct the scanning process on county owned properties required to be included in the annual property inventory report; participates in the completion of the annual property inventory packet; prepares ECAFs/motions for surplus county personal property for Council approval; research market value of surplus personal property; conducts and supports the annual physical inventory of operational facilities and detention maintenance assets.
9. Provides assistance to the County's employee commute trip reduction program as needed including updating program database for changes and distributing ORCA cards to employees.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

- 10. Updates the department’s COOP (Continuity of Operations Plan) and other emergency preparedness plans as directed.
- 11. Coordinates the County toner recycling program.
- 12. Updates and/or redesigns the department’s internet and intranet websites as directed.
- 13. Complies data and prepares reports for SNOSTAT (Snohomish County’s accountability and transparency system), Energy Star and other projects as directed.
- 14. Coordinates the addition, removal of vending machines on county property; handles related service requests.
- 15. Performs all other related duties as required.

STATEMENT OF OTHER JOB DUTIES

- 16. May represent the department in various committees (safety, diversity, corrections recycling, etc.) and charitable campaigns.

MINIMUM QUALIFICATIONS

Three (3) years of administrative support experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience using a large, computerized business application is preferable. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the use of computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic accounting principles and processes
- general facility maintenance practices and policies
- effective time management and priority setting techniques
- county organization and hierarchy
- proper telephone and email customer service etiquette
- effective methods to deal with difficult customers and diffuse difficult situations

Ability to:

- operate personal computers, MS Office and other applied software packages

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KNOWLEDGE AND ABILITIES (Continued)

- exercise initiative and judgment to complete administrative tasks as assigned
- establish effective working relationships with other county employees, representatives of other agencies and with the general public
- develop and maintain necessary records and prepare required reports
- communicate effectively, both orally and in writing
- meet deadlines and cope with interruptions
- operate standard office machines and equipment
- manage and prioritize multiple tasks/activities effectively
- perform detail work accurately and in a timely manner
- perform tasks objectively and effectively under pressure
- reason logically and act quickly in emergency situations
- understand and execute complex oral and written instructions
- answer and respond to telephone calls in a clear and concise manner
- interpret customer requirements and direct or coordinate responses

SUPERVISION

The employee receives limited supervision from an administrative superior. The supervisor establishes objectives, priorities and deadlines. The employee plans and carries out successive steps and resolves problems; in accordance with instructions, policies, and accepted practices. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

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: July 1996  
Revised: August 2007, June 2012  
Revised and Retitled: November 2012 as Administrative Technician  
EEO Category: 6 - Administrative Support  
Pay Grade: 308 - Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous