

SNOHOMISH COUNTY JOB DESCRIPTION
FACILITIES AND FLEET ADMINISTRATIVE ASSOCIATE

Spec No. 6320

BASIC FUNCTION

Provides administrative and fiscal support services to the Department of Facilities and Fleet in the execution of its duties and functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and monitors County conference room scheduling and locker room assignments; receives facility use applications for processing; resolves related issues as needed.
2. Assist project managers with monitoring service contracts to ensure performance as agreed upon and compliance with state, local and county requirements; may coordinate with vendors and county departments to facilitate completion of various facility services; handles all complaints and requests for services.
3. Supports human resource activities for the department by assisting with departmental recruitment activities and processing payroll information.
4. Performs technical accounting services including accounts payable, accounts receivable and cash receipting and generating related reports for the department. Responsible for receiving, reconciling and processing of accounts receivables; prepares, bills and coordinates the collection and billing of various county services in accordance with county service agreements.
5. Compiles, maintains, and updates various departmental databases and supporting documents; generates reports from such databases as needed.
6. Monitors and tracks expenditures and revenues for assigned facility projects and activities; prepares financial and operational reports necessary for the development and maintenance of the division/department annual budget; performs other division level fiscal work as directed.
7. Assists the general public on the phone or in person by answering questions, explaining services, policies, and procedures related to departmental activities; locates information from county records and provides to public or co-workers as requested.
8. Develops, recommends and implement procedures for various department administrative processes in parking operations, property management, maintenance and general administration.
9. Reviews and updates the internet and intranet web pages; develops, recommends, and implements an effective communications plan to promote the various activities of the department.

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STATEMENT OF OTHER JOB DUTIES

10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in business administration or related field; PLUS, two (2) years experience in public sector facilities management; OR, any equivalent combination of training and/or experience that provide the required knowledge, and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- government accounting and budgeting concepts, practices and procedures
- computer technology
- office practices and procedures
- basic mathematical calculations and computer formulas
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- analyze and resolve work related problems
- operate computer equipment and software programs
- exercise initiative and judgment and make decisions within the scope of assigned authority
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- operate standard office equipment

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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. The work is reviewed by periodic performance evaluations.

WORKING CONDITIONS

The work is performed in the usual office environment. Travel is required to various sites throughout the county. Working outdoors in various types of weather may be 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: May 2002
Revised: February 2017, December 2017, May 2021
EEO Category: 6 – Administrative Support
Pay Grade: 310 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous