

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FACILITIES PROGRAMS COORDINATOR**

Spec No. 6161

### **BASIC FUNCTION**

Provides various administrative and technical support services to all Facilities Management divisions and programs.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Gathers information for and prepares personal property section of the annual inventory report under the guidance of the Property Officer; leads the process in completing the annual property inventory including traveling to various parts of the county; maintains and updates records in the personal property database to reflect changes in inventory and coordinates technical upgrades to the database as needed
2. Monitors personal property purchases that require to be inventoried from the County's financial system; send out requests to departments regarding information on new capital personal property acquisitions; processes the tagging and tracking of all new, capitalized assets; processes deletion of records for sold or destroyed assets; processes record updates in the database for movement of assets between county departments and agencies.
3. Directs and conducts scanning process on county owned properties required to be included in the annual personal property report; conducts follow up with departments on barcode tags issued but requiring confirmation of custodianship.
4. Administers the process of selling surplus personal property directly or through an auction service; recommends assets to be sold or surplus; prepares documents for internal approval; lists assets for sale and notices of sale; receives bids and coordinates the removal of sold personal property; trains other employees in inventory related processes.
5. Conducts and/or coordinates the annual physical inventory of the department's small and attractive assets, operational facilities, and other items as assigned; completes associated reports and inventory forms for management approval and audit review; coordinates the review of the department's fixed assets ledger with the Finance department annually and communicates updates and corrections accordingly.
6. Manages, maintains and files vehicle titles in a centralized location and database; coordinates release of vehicle titles for sold vehicles.
7. Performs all other related administrative functions, including filing of all related documents; develops and recommends changes to the personal property management process as needed; implements and communicates approved changes.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Serves as liaison to county departments; answers questions, provides guidance/direction and recommends corrective courses of action to departments on personal property processes; responds to information requests from the State Auditor's office; furnishes technical information regarding established procedures and policies.
9. Verifies and deposits daily parking garage revenue with the County Treasurer's Office, maintaining accurate logs for backup and auditing processes. Maintains accurate database of County department vehicles parked in the garage and validation use for quarterly interfund billing purposes. Prepare monthly interfund billing for parking. Reviews monthly parking contractor invoices for approval and payment; prepares various parking management reports as needed.
10. Coordinates and submits payroll deduction forms, including cancelation and changes, for parking to the Payroll division for processing; reconciles payroll deduction reports and other employee reports on parking dues and initiates corrective action as needed.
11. Provides administrative support to the County's employee commuter program by registering new participants; updating program databases for changes, report reconciliations and re-registration of program participants on an annual basis; provide information/direction on commuter and parking processes according to established policies and procedures; receives, reviews, approves and submits monthly payroll subsidies for walking/bicycling commuters under the County's employee commuter program.
12. Functions as the department's public records specialist and administer all related duties; attends the monthly Public Disclosure Committee meetings as the department's representative; responds to department's public disclosure requests as mandated by County policy; coordinates the disclosure of public records between department's employees and requestors; maintains appropriate files as mandated by County policy; tracks and updates County public records request database as required.
13. Assists in the administrative aspects of completing facilities maintenance projects and activities including but not limited to preparing and coordinating completion of work orders and contract amendments to on-call, janitorial and other facilities related contracts with vendors, other County employees and project managers.

#### STATEMENT OF OTHER JOB DUTIES

14. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

Three (3) years experience in general administrative work in a facility or property management office setting; AND, three (3) years of accounting related clerical experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in conducting personal property inventory and public records administration preferred.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- personal property inventory and disposal procedures
- general office practices and procedures
- basic mathematical calculations, and computer formulas
- proper English, grammar, spelling, punctuation and word usage
- basic principles of the Public Records Act
- effective cash handling and internal control procedures

Ability to:

- organize and prioritize work effectively to meet timelines
- research local, state and federal law and statutes as needed
- maintain effective filing systems
- operate computers and software programs
- deal tactfully with superiors, peers, vendors and the general public
- clearly explain policies, procedures and schedules
- work with minimum supervision
- follow oral and written instructions
- enter data accurately into personal computer
- maintain records and prepare reports
- communicate effectively with people of all ages and from a variety of backgrounds
- analyze problems and recommend creative solutions
- exercise initiative and judgment in making decisions within scope of assigned authority
- establish and maintain effective working relationships with department personnel, public officials, other county employees and vendors
- manage multiple tasks, meet deadlines and cope with interruptions
- maintain a high degree of accuracy with detailed information
- maintain confidentiality of working information as needed

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#### KNOWLEDGE AND ABILITIES (Continued)

- exercise judgment as to when to act independently and when to refer situations to higher authorities

#### PHYSICAL EFFORT

Employee must be able to perform physical tasks including lifting objects weighing up to fifty (50) pounds.

#### SUPERVISION

Employee receives general supervision from the Facilities Management Director or designated manager. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines that are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. The work is reviewed by evaluation or results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment and at work sites throughout the county. Some moving of furniture and equipment in all kinds 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: January 1989 as Property Technician  
Revised and Re-titled: May 2002, June 2012 as Property Coordinator  
Revised and Re-titled: January 2016  
EEO Category: 6 - Administrative Support  
Pay Grade: 237 Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous