

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SERVICES SUPERVISOR

**DEPARTMENT:** Administrative Services

**REPORTS TO:** Director of Administrative Services

**SUPERVISES:** Administrative Specialist, Office Assistant III, Office Assistant II, and extra help support staff

### **GENERAL STATEMENT:**

The incumbent performs a variety of highly responsible professional, administrative and supervisory level work. The incumbent is responsible for the administrative support division of the Department of Administrative Services. In addition, the work involves planning, administering and coordinating work assignments in the areas of risk management, budget, finance, accounting, and Information Services. The incumbent will also be assigned to special projects. The work significantly affects the coordinating efforts of other departments within the County.

Work assignments are received with little or no instruction and require considerable discretion in defining a plan of action and carrying tasks through to completion. Work is reviewed by Director through periodic conferences and reports and through the adequacy and accuracy of resulting records, reports, results and services provided.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

#### Essential Job Functions:

Coordinate, prepare and monitor multi-fund budgets. Monitor the expenditures/revenues of various fund budgets, which include general fund, special revenue funds, debt service funds, enterprise funds and internal service funds.

Coordinate and oversee the preparation of financial reports and statements, including contract and grant financial statement reports.

Coordinate and prepare monthly status reports on the current budget for the Director and Board of County Commissioners.

Recommend and implement approved policies and procedures to assure effective functioning of the accounting activities of the department and assure compliance with accounting standards and requirements.

Monitor and maintain supervision of balancing accounting ledgers and inventory control for supplies and equipment. Oversee the preparation of all expenditure vouchers for accuracy prior to submittal. Recommend Departmental needs as they relate to computer and software acquisition, copy machine rental, purchase and other necessary electronic equipment for efficient functioning of the department.

Supervise the collection and deposit of cash receipts for parking infraction fines in coordination with the County Commute Trip Reduction coordinator.

Track grant budgets, prepares inventories and reimbursements for various grants/projects.

Coordinate or prepare interfund billings and billings to outside agencies.

Provide accurate cash forecasting for various funds and reporting by compiling, consolidating and analyzing all cash information. Monitor the cash flow of all funds managed by the Department.

Coordinate the administration of all contracts for the Department. Assist other departments of the County with contract development and administration.

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Develop performance standards and evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination. Determine work procedures, prepare work schedules and determine methods for expediting workflow. Ensure the smooth operation of clerical, fiscal and administrative activities of the Department; facilitate support of and adherence to departmental mission and goals.

Act as liaison with the Personnel department, coordinating uniform hiring, promotional, disciplinary, evaluation, training and other personnel related procedures for the department. Investigate grievances involving department staff and recommends resolution. Recommend promotional and disciplinary actions. Approve leave requests. Schedule vacations to assure adequate coverage for maintenance of production standard.

Supervise the payroll processing and maintenance of related personnel records for the department, as well as the Board of County Commissioners/County Administrator, Department of Information Services, and courthouse security staff. Act as a resource for Department employees relative to salaries, benefits and employee benefit programs.

Conduct or supervise research or special studies on projects within the Department. Investigate and coordinate improved operating methods, develops solutions, and/or recommendations for corrective action.

Oversee the creation and management of Access databases for assigned programs.

Coordinate and research interrogatories and request for production. Research and respond to public information requests.

Manage all functions of the general information center and County mailroom.

Perform confidential administrative duties for the Director.

Provide back-up support for accounting, budget and clerical functions.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

#### Other Job Duties:

Perform other related duties, as assigned.

**DISTINGUISHING FEATURES:**

This is a mid-management classification designed to relieve the department head of giving extensive personal attention to the above areas and enable him or her to attend to direct services. The classification is distinguished from Office Supervisor positions in that the latter operates at a lower level and may focus on supervision of clerical staff and office administration functions. Incumbents in this position are generally responsible for those functions plus financial management, personnel, facilities, grants, contracts and other administrative matters.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. May be required to work over 40 hours in a workweek. Must be able to communicate effectively, both orally and in writing. Must be able to perform word processing duties on a personal computer, which may require sitting for extended periods of time. Must be able to lift and carry file boxes weighing up to 25 pounds.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: Office and personnel management principles and practices. Methods and techniques of budget preparation, execution and monitoring. Governmental accounting procedures. Research techniques and methodologies. Relevant financial and legal requirements. Policies, procedures, and practices applicable to contract law, risk management and other specialized public office functions. Effective supervisory methods. The use and care of personal computers, related peripherals and application software.

Ability to: Plan, coordinate, organize, review, train and supervise personnel engaged in work requiring accuracy and attention to detail. Coordinate, analyze and administer a wide variety of tasks including studies, programs and projects. Read, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents. Interpret administrative directives and use initiative and sound judgement in applying same to the work situation. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships at all levels within and outside of the department. Maintain administrative and fiscal compliance in the areas of accounting, purchasing, payroll, personnel management, contract/grant administration.

**MINIMUM QUALIFICATIONS:**

A Bachelors degree or equivalent experience in business administration, public administration or a related field and 3 years of responsible experience in office management and administration, is required; or any equivalent combination of experience, and education which provides the applicant with the desired skills, knowledge and abilities required to perform the job.

Knowledge of comprehensive fiscal processes, procedures and controls, in accordance with regulations, and personnel policies/practices is required. Experience in accounting practices and procedures and one year of supervisory experience is required. Experience with a microcomputer and experience with the Microsoft Office Suite, and an automated financial management information system is preferred.