

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE SERVICES SUPERVISOR

DEPARTMENT: Facilities, Parks and Recreation

REPORTS TO: Director of Facilities, Parks and Recreation

SUPERVISES: Office Specialist I, Office Assistant III, Office Assistant II, Fiscal Technician II, and extra help support staff

GENERAL STATEMENT:

Performs a variety of highly responsible professional, administrative and supervisory level work. The incumbent is responsible for the Department of Facilities, Parks and Recreation administrative support division, and for planning, administering and coordinating work assignments for the department's budget, finance and accounting functions. In addition, the work involves providing research during the planning, design, and construction of projects, and assisting with critical functions such as establishing project budgets, writing contracts, defining scope of work and securing purchase orders. The incumbent will also be assigned to special projects. 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. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Director of Facilities, Parks and Recreation and may have their appointment revoked at any time with or without cause and without right to appeal.

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 the department's operating budget and multi-fund capital project budgets. Monitor the expenditures/revenues of various fund budgets, which include general fund, special revenue funds, debt service funds, capital project funds, enterprise funds and internal service funds.

Attend planning meetings to determine objectives, program plans and project scopes. Assist in development of specifications, schedules and design of construction projects. Participate in consultant selection process. Manage communication network between neighbors, other jurisdictions, and/or other departments affected by project construction.

Coordinate and oversee the preparation of financial reports and statements, including contract and grant financial statement reports, for capital projects and park development grants.

Recommend and implement approved policies and procedures to assure effective functioning of the accounting activities of the department, many of which are accounts payable for construction projects, and to assure compliance with accounting standards and requirements.

For property acquisitions, process purchase and sale agreements through County review; process escrow documents.

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 equipment that relates to computer and software acquisition, copy machine rental, purchase and other necessary electronic equipment for efficient functioning of the department.

Track grant budgets and prepare inventories and reimbursements for various capital projects, park development and Open Space 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 cash flow of all funds managed by the department.

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

Coordinate project management functions with Director, county project managers and contract project managers. Develop and monitor contracts and coordinate payments to contractors and consultants. Track project budgets. Ensure contractor compliance on capital projects. Maintain construction project files.

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.

Investigate grievances involving subordinates and recommend resolution. Recommend promotional and disciplinary actions. Approve leave requests. Schedule vacations to assure adequate coverage for maintenance of production standard. Evaluate performance of assigned employees. Prepare performance appraisals. Establish standard of performance for each class or position supervised.

Supervise the payroll processing and maintenance of related personnel records for the department. Act as a resource for Department employees relative to salaries, benefits and employee benefit programs.

Negotiate, manage and monitor leases of County owned property managed by the department. Develop requests for proposals, advertisements and insure legal requirements are met with respect to lease functions.

Conduct or supervise research or special studies on projects within the department. Investigate and coordinate improved operating methods, develop solutions, and/or recommendation for corrective action.

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

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

Perform confidential administrative duties for the Director.

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. May be required to work over 40 hours in a workweek.

Other Job Duties:

Provide back-up support for the department's accounting, budget and clerical functions.

Perform other related duties as assigned.

DISTINGUISHING FEATURES:

This position requires a high degree of knowledge about County departments, accounting software and programs, policies, and procedures. The intent is to create a seamless interface between projects and County requirements, providing complete documentation and tracking for the project management, and to ensure projects are managed in a manner consistent with County policies and procedures. The classification is distinguished from Office Supervisor classifications 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, contracts and other administrative matters.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. Some overtime may be required. Must be able to communicate effectively, both orally and in writing. Must be able to perform word processing duties on a personal computer, which requires sitting for extended periods of time. May be required 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 from a college or university accredited by an agency recognized by the US Department of Education or equivalent experience in business administration, public administration or a related field and a minimum of three 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.

Computer experience and experience utilizing Microsoft Office Suite within the latest two versions and an automated financial management information system is preferred.