

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADMINISTRATIVE COORDINATOR – BOARD OF COUNTY COMMISSIONERS

DEPARTMENT: Board of Commissioners

REPORTS TO: County Administrator

SUPERVISES: Administrative Specialists (3) including direct coordination with the designated Commissioner to whom each Specialist is assigned, Program Specialists (2), Office Assistant III, and extra help/volunteer support staff

GENERAL STATEMENT:

An employee in this position performs a variety of responsible professional, administrative and supervisory level work. The incumbent is responsible for coordinating the administrative support for the Board of Commissioners and County Administrator. In addition, the work involves planning, administering and coordinating the personnel areas of the department, as well as assessing operational effectiveness. Responsibilities include administration of support services, assigned special projects, analysis and research, developing and implementing goals and objectives for this department, and enforcement of County administrative and departmental operational policies and procedures. The work significantly affects the coordinating efforts of other departments within the County. This position is exempt from provisions of the Kitsap County Personnel Manual and the employee in this position serves at will and serves at the pleasure of the County Administrator, subject to review and approval of the Kitsap County Board of Commissioners.

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 the County Administrator (with input from the designated Commissioners and the Board of Commissioners as a whole) 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:

Conduct or supervise analysis and research or special studies on projects both within and outside the Department, to assist the County Administrator in decision-making on a variety of issues. Investigate and coordinate improved operating methods, develop solutions, and/or recommendations for corrective action. Present information in appropriate written or oral format.

Supervise and coordinate activities of support staff. Determine work procedures, prepare work schedules and determine methods for expediting workflow. Issue instructions and oversee work for accuracy and conformance to procedures and policies. Interview applicants for assigned subordinate positions and make hiring determinations with the advice and consent of the designated Commissioner to whom an Administrative Specialist would report and with the advice and consent of the Board of Commissioners and the County Administrator for other positions. 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 Office, 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.

Conduct centralized scheduling of all of the Board's regular, workstudy, briefing agenda items and issues and the Administrator's management team meeting agendas.

Coordinate agenda item quality control system that ensures adherence to written quality control standards and provide timely email feedback to item authors to improve the quality and accuracy of agenda items and quarterly summary reports of departmental agenda item quality for Directors, Elected Officials and the Administrator.

Recommend and implement approved policies and procedures to assure effective functioning of department operations and assure compliance with applicable legal standards, policies, and operational requirements.

Oversee coordination of all constituent and customer services affecting multiple Commissioners for the Board of Commissioners and County Administrator including email, traditional mail and phone correspondence.

Monitor and maintain supervision of inventory control for supplies and equipment. Oversee the preparation of all expenditure vouchers for accuracy prior to submittal.

Conduct inventories of departmental needs and prepares the department's annual information technology and IT support plan including coordinating research work and cost analyses of information systems such as a paperless document system for use in public hearings and citizen communications management and tracking systems. 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.

Coordinate the administration of all contracts executed for the Department. Assist other departments of the County with contract development for approval by the Board of Commissioners and County Administrator.

Develop performance standards and evaluates performance of assigned employees. Prepare performance appraisals. Ensure uniform standards of performance for departmental staff.

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

Collect and compile data. Prepare reports, etc. utilizing word processing equipment and/or spreadsheet software.

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

Monitor and oversee the indexing of Board adopted ordinances, resolutions and other actions.

Perform confidential administrative duties for the Board of Commissioners and County Administrator.

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

Provide back-up support for Communications and Community Relations Coordinator, Clerk of the Board, Board of Equalization, Administrative Specialists and other 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:

Performs other related duties as assigned.

DISTINGUISHING FEATURES:

This is a mid-management classification with its focus to relieve the County Administrator of having to denote 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 coordination of clerical staff and office administration functions. Incumbents in this position are generally responsible for those functions plus special project research and analysis, special project management, personnel, compliance with detailed legal requirements pertaining to public meetings, 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 may require sitting for extended periods of time.

KNOWLEDGE AND ABILITIES:

Knowledge of: Office and personnel management principles and practices. Research techniques and methodologies, including statistical analyses, database management and performance measurement. Policies, procedures, practices and relevant legal requirements applicable to public meetings and other specialized public office functions. Effective supervisory methods. The use and care of personal computers, related peripherals and application software. Effective writing techniques.

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 the 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 legal compliance in the areas of purchasing, payroll, personnel management, and public meeting administration. Utilize a computer including word processing, spreadsheet and database software.

QUALIFICATIONS:

A bachelors degree or equivalent experience in business administration, public administration or a related field and 2 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 public meeting policies, procedures and controls, in accordance with regulations, and personnel policies/practices is required. Experience in office management and procedures and one year of supervisory experience is required. Experience with a microcomputer and experience with the Microsoft Office Suite within the latest two versions and an automated financial management information system is preferred.