

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SERVICES MANAGER - AUDITOR

**DEPARTMENT:** County Auditor

**REPORTS TO:** Chief Deputy Auditor

**SUPERVISES:** Elections Manager, Recording Supervisor, Licensing Supervisor

### **GENERAL STATEMENT:**

Under direction of the County Auditor, an employee in this position assists in the planning and management of Auditor's office activities and operations. The incumbent facilitates and coordinates activities of Auditor's office departments, outside agencies and individuals, promotes strong management practices and cohesiveness of overall office operations and manages the Auditor's office and supervises its personnel. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Auditor and may have their appointment revoked at any time with or without cause and without right to appeal.

Work assignments are received with minimal instruction. A majority of the workload is assigned in terms of broad general objectives that require in-depth research and analysis to determine the situation, recommend a course of action and/or methods to resolve complex or unique problems. Work is reviewed by the Auditor through reports, meetings, conferences and results obtained.

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

#### Essential Job Functions:

Coordinate department budget preparation and implementation. Provide thorough analyses and makes recommendations with regard to financial and other issues. Serve as department liaison to Administrative Services. Monitor department budget, analyzing expenditures and revenues based on staffing and resource requirements, cost estimates vs. cost actual, and consistency with department objectives and goals.

Direct office operations to achieve goals within budgeted funds and available personnel.

Analyze and recommend improvements to existing facilities, equipment and operating systems of the department including office automation, space planning and trends for optimum service to the public. Serve as systems coordinator for all technology improvements and act as department liaison to Information Services.

Serve as management liaison for Licensing, Recording, and Fiscal Divisions. Serve as management liaison and special project coordinator for the Elections Division.

Provide planning leadership and direction and develop short and long-range plans, goals and objectives for office operations.

Provide Auditor's office representation on various County committees and coordinate department activities with other County departments. Represent Auditor and coordinate activities with outside government agencies.

Identify legal questions, refer to legal counsel, research and implement statutes, laws and ordinances related to the Auditor's responsibilities.

Work with department representatives to facilitate solutions to interdepartmental problems.

Provide management support to the Auditor. Coordinate special projects as assigned. Process all accounts payable and payroll transactions for the department. Process department mail. Monitor fixed asset inventory.

Participate in development and implementation of administrative policy.

Represent Countywide perspective when working with departments and others.

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. Update individual personnel files; research employment/benefit related questions for employees; facilitate terminations and transfer, when necessary.

Monitor work flow, analyze workload indicators, determine need for additional staff, (this includes utilizing social service programs and volunteer groups), prepare justification for new positions together with space projections and assigns special projects.

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.

Perform certain duties for staff within the office in their absence.

#### Other Job Duties:

Perform other related duties as assigned.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office environment. Attendance at meetings may require working evenings, and other odd hours on occasion. Substantial telephonic and in-person contact with the public, special interest groups, County officials, government agencies and County departments require that the incumbent have the ability to communicate effectively. This position requires the ability to utilize a computer. Must be able to collect, assimilate and analyze data and information.

#### **KNOWLEDGE AND ABILITIES:**

Thorough Knowledge of: Application and interpretation of policies, procedures, laws, and practices applicable to the County Auditor's Office.

**Knowledge of.** Public licensing issues and records administration. Laws, codes, ordinances, and other regulations and guidelines governing assigned operations. Management and supervisory issues and policies as set forth by the Auditor. Payroll and accounts payable practices.

**Ability to:** 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 judgment in applying it to the work situation. Assess and recommend the relative advantages and disadvantages of alternative courses of action. Identify and analyze problems while proposing feasible, innovative solutions. Maintain confidentiality of information. Develop and maintain effective working relationships with other staff, public officials the general public, and representatives of other agencies. Communicate effectively, both orally and in writing. Establish and maintain accurate records of assigned activities and operations.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in public or business administration, political science, economics, law. or related field and progressively responsible administrative experience directly relating to the duties of this position 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.

### **LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

This position is exempt from the Kitsap County Personnel Procedures and serves at the pleasure of the Kitsap County Auditor.