

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SERVICES SUPERVISOR

**DEPARTMENT:** Community Development

**REPORTS TO:** Director, Community Development

**SUPERVISES:** Office Specialist I, Office Assistant I, II and III, Applications Specialist, GIS Analyst II, GIS Analyst III

### **GENERAL STATEMENT:**

An employee in this position performs a variety of highly responsible professional, administrative and supervisory level work. The incumbent is responsible for the administrative support division of the Department. In addition, the work involves planning, administering, and coordinating the fiscal and personnel areas of the department, as well as assessing operational effectiveness. Responsibilities include the administration of support services and researching special projects and the development of goals and objectives for this division, including the enforcement of County administrative and departmental operational policies and procedures.

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 supervisor 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 Community Development 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 and oversee the preparation of financial reports and statements, including contract and grant financial statements and reports.

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.

Conduct periodic internal audit of accounting programs, expenditures, and activities to assure compliance with local, state and federal requirements and with any applicable grant or contract requirements. Conduct special studies or analysis of various accounting problems.

Formulate and execute department budget. Analyze budget and make recommendations to the Director and management team. Approve expenditures consistent with agency goals and objectives. Administer complex budgeting and accounting functions for the Department. Establish and maintain comprehensive fiscal processes, procedures, and controls, in accordance with Federal, State, and local regulatory requirements.

Assist in the coordination, preparation and monitoring of budgets for grants and special projects. Project staffing needs, revenue availability and any new fiscal requirements applicable to fund/grant; monitor the expenditures of various division budgets or grants. Review trends in requirements in cash receipts, disbursements and transfers within various division budgets.

Monitor and maintain supervision of balancing accounting ledgers and inventory control for supplies and equipment. Transfer money, as needed, between funds. Oversee the review of all expense vouchers for accuracy prior to submittal. Assist in tracking 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.

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

Research availability of appropriate grants for the Department. Assist with the preparation of applications for grants; track grant budgets, and prepare and submit bills for departmental grants to facilitate reimbursement to Kitsap County for appropriate expenditures.

Provide accurate cash forecasting and reporting by compiling, consolidating and analyzing all cash information - receipts/disbursements, account balances, payables, purchasing commitments, etc.; maintain periodic year-to-date cash reports.

Respond to complaints and recommend resolution, resolving issues independently.

Act as liaison with the Personnel Department, coordinate uniform hiring and promotional procedures for the department. Participate in interview process in hiring of department staff. Track department's adherence to risk management policies/guidelines and Family Medical Leave Act policies/procedures.

Develop operational goals and objectives and update procedures as necessary to accomplish departmental goals and objectives.

Supervise and ensure the smooth operation of clerical, fiscal and administrative activities of the department; facilitate support of and adherence to departmental mission and goals.

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.

Interpret, explain and train staff on rules, policies, and operating procedures. Establish and maintain schedules of priorities, authorizes exceptions and special processing of work product.

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

Coordinate or prepare interfund billings and billings to outside agencies for department.

Represent the department at meetings as required.

Prepare reports and compose legal documents, a variety of correspondence, etc., utilizing word processing software.

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 Functions:

Perform other related work as required.

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment and in a high stress environment with constant deadlines to be met. The incumbent must have the ability to operate a personal computer/computer terminal and calculator. Basic mathematical/accounting ability is required to monitor fiscal activities. The incumbent must be able to work in a stressful, fast-paced environment. Heavy in-person and telephone contact requires the ability to communicate effectively.

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

Knowledge of: The functions, procedures, and laws relating to the department. Office and personnel management principles and practices. Methods and techniques of budget preparation, execution and monitoring. Governmental accounting procedures. Research techniques and methodologies. Grant applications, billings and tracking. Basic bookkeeping and record keeping. Effective supervisory methods. Personal computer operation.

Ability to: Plan, coordinate, organize, review, train, and supervise the work of personnel engaged in duties requiring accuracy and attention to detail. Work effectively in a high stress environment. Coordinate, analyze and administer a wide variety of tasks including studies, programs, and projects. Gather, analyze, synthesize and evaluate a variety of data. 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 them to the work situation. Assess the relative advantages and disadvantages of alternative courses of action. Identify and analyze problems and propose feasible, innovative solutions. Organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner. Maintain the confidentiality of the information. Communicate effectively, both orally and in writing, with a wide variety of individuals and groups. Establish and maintain effective working relationships with co-workers, county departments, other agencies, and the general public. Meet the public and discuss problems and complaints tactfully, courteously and effectively. Function as an active member of the department's management team. Accomplish assigned administrative tasks in a timely manner with a minimum of supervision and with only general direction. Perform basic calculations. Track expenditures and budget statistics. Maintain administrative and fiscal compliance in the areas of purchasing, payroll, personnel management, contract/grant administration, and accounts receivable/payable. Oversee and manage special projects, which include making recommendations for the acquisition of major capital outlay purchases.

**QUALIFICATIONS:**

Bachelor's degree in public or business administration, political science, economics, law, or related field and three years of 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. 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 knowledge of grant administration is required. One year of lead or supervisory experience is required.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.