

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SERVICES SUPERVISOR

**DEPARTMENT:** Facilities, Parks and Recreation

**REPORTS TO:** Director, Facilities Parks and Recreation

**SUPERVISES:** Office Supervisor I, Office Assistant III, and indirectly, subordinates to those positions

### 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 including the planning, administering, and coordinating of the fiscal and personnel areas of the department, as well as assessing operational effectiveness. 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, developing and administering construction contracts, and securing purchases for large projects. Responsibilities include 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. Acts as department representative in collective bargaining negotiations and administers labor contracts at department level. Provides indirect support to all employees with Department.

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 Director through periodic conferences and reports, and through the adequacy and accuracy of resulting records, reports, results and services provided. This is an appointed position and works "at the pleasure" of the Director, subject to the review and approval of the Kitsap County Board of Commissioners.

**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, and enterprise funds.

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

Coordinate the administration of all contracts for the Department.

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

Develop and process purchase and sale agreements for property acquisitions through closing of transaction. 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 leasing functions.

Act as County's Employee Transportation Coordinator, supporting County's Commute Trip Reduction Act and manage the Courthouse Campus Parking program. Coordinate parking, vanpools, carpools, transit passes and implement incentives for employees in order to meet SOV goal.

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. Manage cash flow of department's funds. Invest funds with Treasurer's Investment Pool.

Respond to complaints and recommend resolution, resolving issues independently. Resolve personnel and budget issues on behalf of Director.

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.

Plan, assign, review and evaluates the work of subordinate staff engaged in office support functions. Establish performance standards, evaluate performance of assigned employees, and prepare performance appraisals. Develop and maintain a training program for staff members.

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

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.

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.

#### 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 personnel engaged in work 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.