

# Metropolitan King County Council

## Position Descriptions



Position: Administrative Services Manager	FLSA: Exempt
Department: Council Administration	Salary Grade: 129
Council Approved: September 17, 2012	Updated: September 13, 2024

### **Summary**

Oversee a combination of primary administrative support functions for the King County Council and Chief Operating Officer. Administrative functions may include any combination of the following support services: finance, accounts payable/receivable, purchasing, , facilities and asset management, clerical support.

### **Distinguishing Career Features**

The position is a single level classification that requires technical expertise in management and supervision, business administration, budget and finance, payroll, procurement as well as human resources and possesses professional communications skills, and an ability to understand and explain procedures and concepts.

### **Essential Duties and Responsibilities**

- Manages and directs the administrative services functions for the Metropolitan King County Council including accounting, accounts payable/receivable, fund transfers, purchasing, reception, facilities and maintenance.
- Coordinate and manage a new Vet Fellow annually creating work plans, projects and supervising staff.
- Participate with other management staff in planning and implementing overall departmental objectives. Assist in the development of the department's business plan including key performance indicators and outcome measures.
- Assess department projects and programs and their financial requirements, participate in developing strategic planning and implementation efforts for projects and programs.
- Serve as a member of the Operations Management team.
- Develop cooperative working relationships with elected officials, County administrators, and representatives of other governmental agencies, co-workers and the public. Make presentations and participate in negotiations regarding the administrative services and functions performed by the county departments. Coordinate projects for facility management and emergency preparedness. Facilitate staff training for safety and preparedness.
- Develop policies and procedures within areas of responsibility.
- Supervise the work of assigned staff. Hire, assign and schedule work, provide guidance on an ongoing basis, evaluate performance and initiate disciplinary action when appropriate.
- Provides support to the Chief Operating Officer in the budget development process. Prepares financial forecasts, materials and supplies, services, and contracts/leases.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the Council.
- Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the Chief Operating Officer.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

## **Knowledge, Skills and Abilities**

- Skill in supervision, management techniques and principles and business administration skills in the area of administrative services functions including accounting, accounts payable/receivable, fund transfers, purchasing, reception, facilities and maintenance.
- Knowledge of local government human resources management principles and practices.
- Knowledge of strategic planning techniques and principals.
- Analytical and research skills.
- Planning and organizational skills.
- Knowledge of policy development, policy interpretation and analysis.
- Knowledge of management techniques and principles, leadership style, team building, and performance management.
- Management and supervisory skills.
- Written and oral communication skills.
- Skill in planning, designing and managing multiple large scale projects simultaneously.
- Knowledge of advanced administrative principles, including, goal setting and project/program development and implementation.
- Working knowledge of administrative protocols and procedures including file maintenance, handling of sensitive and private information, correspondence.
- Knowledge of local government principles and procedures used in budget planning, accounting administration, and development of internal controls.
- Knowledge of contract administration and contracting processes.
- Develop and maintain cooperative working relationships with elected officials, County Administrators, representatives of other government agencies, co-workers and the public.
- Ability and skill in building consensus among individuals with conflicting viewpoints.
- Requires the ability to guide and motivate others toward goal achievement.
- Ability to organize, plan, develop, and apply quantitative and qualitative analysis and evaluate data for decision making.
- Ability to work effectively in a political environment, work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Applies equity and social justice principles in day-to-day work and interactions.

## **Education and Experience**

The position typically requires a bachelor's degree in business or public administration, public relations or related field and seven years of experience in a business administration capacity OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

## **Licenses and Certificates**

May be required to travel throughout King County or surrounding areas in a timely manner.

## **Working Conditions**

Work is performed indoors where minimal safety considerations.