

Metropolitan King County Council

Position Description



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| Position: Special Project Administrator | FSLA: Exempt |
| Department: Council Administration | Salary Grade: 123 |
| Council Approved: October 12, 2021 | |

Summary

The responsibilities of this classification include a broad and varied range of administrative services that may include, payroll, budget monitoring, contracting, purchasing, problem-solving, program development and administration functions throughout the legislative branch. The Special Project Administrator may provide administrative services for the Council or one or more independent agencies within the legislative branch. This is a fully-proficient, professional classification, and work is performed independently with minimal supervision.

Distinguishing Career Features

This classification manages one or more independent agency offices, projects and/or assignments within the legislative branch and has a complete understanding of automated payroll and human resource information systems, appropriate laws, regulations, and reporting requirements, makes decisions within established guidelines and procedures, and ensures process accountability for the assigned work unit or project. This classification may supervise the work of support and technical staff.

Essential Duties and Responsibilities

- Develop and coordinate programs, processes, or projects for assigned work unit and assure proper procedures, policies, rules and regulations are applied and deadlines are met.
- May supervise the work of support and technical staff.
- Participate in strategic planning efforts and help develop and/or revise policies and procedures for assigned work unit.
- Research and analyze financial data, including conduct basic forecasting; prepare financial reports and make corrections within established parameters.
- Analyze and evaluate data for assigned research projects and technical systems, assess program models and prepare summary reports.
- Audit system data, which may include payroll error reports and special processing for payouts or corrections.
- Interpret and provide management with information on current administrative policies and procedures and legislation.
- Develop routine contract specifications, including scope of work.
- Develop and manage a project of limited scope within work unit.
- Make presentations and respond to questions from employees.
- Prepare presentation materials and publications for internal use, including documentation for all administrative processes and procedures related to the assigned work unit; identify, recommend and implement process improvements.
- Provide direction to assigned staff on a project basis.
- Provide technical expertise to other internal staff on a limited basis. Act as the subject matter expert for the assigned work unit or project.

- Develop, implement and evaluate methods for monitoring existing and new administrative systems to support work activities within the assigned work unit.
- Represent the assigned work unit, independent agency or legislative branch on internal and external committees or task forces.
- Maintain contract files to provide immediate audit accountability.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills and Abilities

- Working knowledge of Federal, State and County laws and regulations that apply to the assigned work group.
- Demonstrated knowledge in project management techniques and principles.
- Ability to lead others, provide direction and problem solve.
- General knowledge of the legislative process.
- Working knowledge of record-keeping and monitoring procedures.
- Working knowledge of, and skill using, personal computers and common desktop productivity software.
- Ability to compare records and data for accuracy; research and reconcile errors and discrepancies.
- Ability to perform complex calculations and conversions.
- Working writing skill for reports and procedures.
- Working skill in organizing and prioritizing a high volume workload with strict deadlines.
- Skill in working with a variety of individuals from diverse backgrounds.
- Basic skill in written and verbal communications.
- Independently perform all aspects of the position.
- 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.
- Analyze and interpret data, regulations and laws.
- Research and compile information.
- Enter, import and export data to and from databases, and access information from internal and external databases to support research.
- Ensure the confidentiality of private information.
- Oral and written communication skills; ability to effectively present facts and recommendations in a clear, concise, interesting and logical manner, both verbally and in writing.

Education and Experience

This position typically requires an associate degree in general business or accounting and/or any combination of education, experience and/or training that clearly demonstrates the ability to perform the duties of this position.