

Metropolitan King County Council Position Descriptions



Position: Administrative Manager	FLSA: salaried, overtime exempt
Department: Auditor's Office	Salary Grade: 124
Council Approved:	

Summary

Manages all aspects of administrative operation of the office under guidance of the County Auditor. Manages office budget, contracting, accounting, and databases; conducts analysis and reporting. Oversees and participates in the production of Auditor's Office products, web, and social media. The Administrative Manager is a salaried, at-will, overtime exempt classification. This position reports to the County Auditor.

Distinguishing Career Features

The Administrative Manager serves on the office's management team, coordinating personnel matters, continuing professional education system, work program administration, budget management, contract management, and contributing to problem solving or decision-making on related management matters. Advancement to this position requires substantial knowledge of Council and county administrative procedures and precedents, analytical skills, understanding of database construction and management, and the ability to organize work, information flow, and perform difficult, diverse, and confidential duties in support of the office and its dealings with other work teams and organizations.

Essential Duties and Responsibilities

- Participates as a member of the Auditor's Office management team
- Supervises assigned staff and coordinates all administrative workload
- Oversees the production and publication of all office products, coordinates staff and timelines for editing, proofing, graphics development, web publication, and social media communications
- Develops and maintains all databases, analyzes and presents data for management team decisions
- Manages all aspects of office budget and finances including developing budget for management team decisions, monitoring spending against budget, ensures accuracy of office data in the county financial system, collaborates with others across the county to resolve any errors, uses county financial systems to conduct interfund transfers and analyze data
- Serves as the office's primary records custodian
- Liaises with council staff and coordinates collection of office records in response to public disclosure requests
- Coordinates staff and citizen inquiries that can be sensitive, controversial, and/or confidential
- Manages contracting processes, serves as an internal subject matter expert on contracting, coordinates with procurement and other county entities, manages payment and documentation
- Coordinates the recruitment and hiring processes, serves as an internal subject matter expert on recruitment and hiring
- Oversees services such as maintenance, complex scheduling issues, and other official

proceedings

- Conducts special studies as requested by the County Auditor and recommends organizational, procedural, or other changes
- Ensures materials and reports for signature and/or official proceedings are accurate, complete, technically correct, and general compliance with office standards and Government Auditing Standards
- Performs other duties as assigned that support the overall objective of the position

Qualifications

Required Knowledge and Skills

- The position requires a thorough knowledge of office practices, procedures, and equipment, including information flow, financial management, public records management, and contracting
- Excellent organization, project management, and communication skills
- Knowledge of the rules, regulations, protocols, and procedures associated with budget administration, contracting and records management
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentation graphics, desktop publishing, and special applications used by the office
- Skilled in math to prepare budgets, account for expenditures, and develop and interpret statistical and operating information
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to write, edit, and proof Auditor's Office products
- Sufficient knowledge of visual communication, web design, and social media to oversee the work of staff
- Well-developed human relations skill to work with diverse personalities and styles, establish cooperation with work teams, and facilitate group discussions
- Working knowledge of research, comparative analysis, and Government Auditing Standards

Required Abilities

- Carry out the functions and responsibilities of the position.
- Work independently, manage heavy workload with multiple and concurrent assignments and tight deadlines, deal effectively with sensitive issues, and problem-solve office administration issues
- Oversee the work of administrative staff
- Analyze data and prepare spreadsheets, graphs and charts, and develop and use databases to support analysis
- Learn, identify, interpret, and apply applicable laws, codes, and policies
- Prepare clear and concise documents appropriate to the audience including the ability to layout and present text and graphics in clear and logical formats
- Maintain productive and cooperative relationships with a diverse set of people in various roles on work-related matters
- Consistent attendance and punctuality
- Understand government auditing standards and procedures

Education and Experience

Bachelors or Associates degree and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

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Working Conditions

Work is performed indoors where minimal safety considerations exist.
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