

Metropolitan King County Council

Classification Specification



Position: Administrator	FSLA: Hourly, overtime eligible
Department: Board of Appeals and Equalization	Salary Grade: 20
Council Approved: 07/05/17	

Summary

The Administrator provides administrative support and coordination for projects and contracts which may include assistance with policies, procedures, and processes; setting timelines and meetings; distributing information and documents; coordinating contract processes; and drafting of original and official documents.

Distinguishing Career Features

The Administrator requires a complete understanding of administrative support functions. The Administrator demonstrates the ability to oversee contract implementation and may assist in the design and execution of administrative processes. The Administrator also provides support to the Legislative Branch staff, records management, reception, and related services.

Essential Duties and Responsibilities

- Participate in the development, coordination, and support of programs or projects for an assigned work unit.
- Organize, oversee, establish, and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
- Draft, summarize, prepare, proofread, and/or edit documents, contracts, ordinances, motions and/or correspondence.
- Assist in the identification and analysis of financial information, including identifying revenues, expenditures, and discrepancies.
- Assist in data collection and analysis for assigned research projects; prepare summary reports of analysis.
- Provide information to management and staff on administrative policies and procedures, including collective bargaining agreements.
- Assist in the development and/or revisions to administrative systems within an assigned work unit.
- Help develop monitoring and tracking systems to support work activities; administer and monitor such systems.
- Represent the work unit, division, or department on internal committees or task forces as assigned.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Knowledge of information-gathering techniques and principles for research assignments
- Knowledge of financial principles and practices

- Working knowledge of analysis, interpretation, and organization
- Working math skill
- Working knowledge of and skill in using personal computers and common desktop productivity software
- 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

Required Ability

- Independently perform all aspects of the position
- Analyze and interpret data, and apply union contracts, regulations and laws
- Research and compile information
- Ensure the confidentiality of private information
- Consistent attendance and punctuality
- Work productively and cooperatively within the work unit

Education and Experience

The position typically requires an Associate's Degree and two years of experience in Administration. Additional experience may substitute for some higher education.