

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE OPERATIONS MANAGER - PUBLIC WORKS

Spec No. 1003

BASIC FUNCTION

To supervise and coordinate the preparation of the department's financial programs, plans and annual budget; to administer the adopted budget; to administer personnel policies, procedures, and programs, and to provide management reports and information.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and coordinates the preparation and publication of the department's proposed annual budget; confers with and advises division directors and managers on fiscal issues such as cash flow, budgetary policies and procedures; supervises the review and analysis of departmental budget requests; reviews and edits the final proposed departmental annual budget.
2. Administers the adopted Public Works budget during the course of the fiscal year; reviews and makes recommendations on all budget transfers, budget revisions, supplemental and emergency appropriation requests.
3. Monitors revenue, performance and expenditure trends; supervises the preparation of the annual expenditure plan; provides cash management guidance as necessary; calculates and provides estimates of unexpended appropriations; provides input on assumptions and projections for the county's long range financial plan; recommends corrective action as necessary.
4. Develops, recommends, and implements approved budgetary policies and procedures; supervises the development and reviews and approves all budget forms and revisions of budget related documents for the department.
5. Develops, recommends and monitors the department multi year financial plan, and office space and facilities.
6. Supervises the preparation of a variety of financial studies; provides advice and assistance to all levels of management on budgetary aspects of organizational structures, staffing levels and appropriation requests.
7. Supervises the development, recommendation, and implementation of departmental personnel policies, procedures and programs.
8. Supervises the processing of payroll, accounts receivable and payable for the department.
9. Monitors and reviews the maintenance of personnel, payroll, vacation, sick leave, overtime and comp time records.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Plans and directs the development, design and implementation of department wide computer support and programming activities; monitors the use of computer hardware and software.
11. Prepares the annual work plan, goals and objectives for the Administrative Operations Division; recommends division budget request and approves division payment vouchers.
12. Supervises, reviews, and evaluates the work of subordinate employees; trains new employees as necessary; initiates various personnel actions including hiring, discipline and terminations as necessary.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance, business, or public administration, economics or a closely related field; AND, four (4) years of experience in budgetary or financial analysis which includes two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of budgeting and financial management as applied to public jurisdictions
- professional accounting theories, principles, practices, concepts and terminology and their relationship to budget preparation and administration
- public sector budget procedures and record keeping practices
- federal, state, and local laws, rules and regulations governing public sector budget preparation and administration with particular emphasis on the state BARS Act
- personnel management theories, principles, practices, concepts and terminology
- data processing techniques as applied to budget administration and reporting requirements
- current literature and trends in the field of budget administration and personnel management

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- work independently with a minimum of supervision
- supervise the work of highly skilled analysts
- apply the principles and theories of finance and accounting to complex issues
- establish and maintain effective working relationships with elected officials, department heads, associates, and the general public
- evaluate and interpret complex financial data
- exercise initiative and judgment and make decisions with the scope of assigned authority

SUPERVISION

The employee reports to and receives direction from the Public Works Director. Direction is exercised over a staff of professional, technical, and clerical personnel. Work is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1991

Previous Spec No. 230137

Revised: September 2010

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 - Management Exempt Pay Plan

Workers comp: 5306 Non-Hazardous