

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SUPPORT SUPERVISOR

Spec No. 1009

BASIC FUNCTION

Reporting to a division director provides administrative and accounting support services to an assigned division or department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides administrative assistance to division director, collaborates with division management team, and supervises office support staff to facilitate office coordination, increase efficiency and ensure management mission and goals are reflected throughout the administrative/accounting work of the office; provides administrators with oversight of office administrative operations, procedures and practices.
2. Plans, organizes, coordinates and supervises the work of support staff to ensure completion of all support staff functions of the division including document preparation, phone coverage, reception, Xeroxing, mailings, division equipment inventory, utility billing management; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists, trains and evaluates subordinates as necessary.
3. Collaborates on division annual budget documents, responsible for ensuring accurate and timely completion of required documents based on input from the division director, fiscal analyst, and the finance department.
4. Prepares or supervises the preparation of financial reports and other documents necessary for the maintenance of the division annual budget as requested by the division director and in cooperation with the fiscal analyst; prepares report formats as necessary; prepares correspondence and supporting documents for budget transfers, supplemental and emergency appropriation requests; develops forms and procedures for use in obligation of budgeted funds, purchases of supplies and equipment and requests for service.
5. Monitors division's fiscal contract obligations and ensure terms are satisfied.
6. Coordinates division project cost accounting activities with fiscal analyst; administers cost system codes and project numbers; monitors and maintains project cost ledgers; and regularly analyzes and reports project costs to project managers; researches, finds and works with Accountant to assure accounting errors are corrected.
7. Coordinates division grant accounting activities to ensure compliance with state and federal guidelines, ensures proper recording of expenditures, provides administrators with grant financial reports, and facilitates preparation, monitoring and tracking of grant and loan contract reimbursement claims, including claims for local jurisdictions.

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE SUPPORT SUPERVISOR

Spec No. 1009

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Collaborates with local jurisdictions in grant accounting activities to ensure compliance with state and federal guidelines and proper recording of expenditures; provides for liaison with grantors; and, facilitates preparation, monitoring and tracking of grant and loan contract reimbursement claims.
9. Coordinates completion of division personnel records, maintains custody of and processes confidential divisional information, serves as staff personnel liaison, reviews time records for accuracy to ensure validity of project cost system; assists in the administration of county personnel practices and procedures.
10. Oversees the division utility billing system; ensures seasonal timelines for data base adjustment are achieved; ensures the accuracy of the utility data base; and ensures complaints and appeals are handled courteously and efficiently.
11. Develops, recommends and implements procedural changes upon approval of the director; changes may include the development of professional services contracts or coordination of support staff with other divisions/departments to provide manageable work loads for office support staff.
12. Schedules appointments and arranges meetings and travel as required.

STATEMENT OF OTHER JOB DUTIES

13. May perform all the duties of subordinate level employees or related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, finance, or related field; PLUS, two (2) years of experience in office management including supervision of office support staff; 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:

- practices, methods and procedures of government accounting, budgeting and financial management
- computerized information systems and administration of systems

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Spec No. 1009

KNOWLEDGE AND ABILITIES (Continued)

- office practices and procedures
- supervision
- scheduling
- effective approaches to team building

Ability to:

- analyze and resolve work related problems
- work independently
- preserve confidentiality
- communicate effectively both orally and in writing
- read, interpret and apply work related laws, rules and labor agreements
- plan, schedule, train, supervise and/or evaluate the work of subordinate employees
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public

SUPERVISION

The employee receives limited supervision from an administrative superior. The work is carried out independently in accordance with instructions, establish policies and accepted practices.

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: July 1994
Revised: August 2007, December 2007
EEO Category: 2 - Professional
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous

Previous Spec No. 210037