



ADMINISTRATIVE PROGRAM MANAGER 2

Department: Multiple
Job Class #: 142800
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is complex, professional management work performed for various Pierce County departments. Under the general direction of an administrative superior, the incumbent performs a variety of administrative management tasks in the areas of policy-making, budget development, personnel selection, IT coordination, office administration and supervision.

SERIES CONCEPT: This position is the highest level of the series consisting of Administrative Program Manager 1 and 2. The Administrative Program Manager 2 is distinguished from the Administrative Program Manager 1 by having responsibility for a larger department or division, the impact of the functions performed and the degree of decision-making and judgment required.

ESSENTIAL FUNCTIONS:

- Manage and oversee the daily operations of a specific department or section and ensure compliance with local, state and federal regulations.
- Supervise and coordinate the activities of a designated work unit; determine work procedures, prepare work schedules and determine methods for expediting work flow; assign, review, and approve the work of subordinate staff.
- Conduct performance evaluations and develop performance measures and standards.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Develop and implement operating policies and procedures consistent with established parameters and guidelines.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Ensure effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Participate in recruitment and make recommendations for the selection of staff; oversee employee training and staff development programs.
- Evaluate the need for employing temporary hires and outside consultants, including preparation, review, and evaluation of performance.
- Responsible for the preparation and presentation of the budget and its subsequent cost control and monitoring; determine priorities on budget items, develop alternatives, and provide fiscal analysis.
- Identify potential fund sources and prepare related applications for funding.
- Work closely with other County departments, local, state and federal agencies and private businesses to coordinate activities and comply uniformly with requirements.
- Interpret and explain regulations to the public in person and on the telephone, and the community through speaking engagements and reports, studies and publications.
- Represent department in meetings, conferences, and public appearances.
- Work closely with Information Technology division of Finance to determine computer needs, convey

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requirements and coordinate implementation.

- Develop and maintain records and reporting systems per county, state, and federal guidelines, providing for proper quality control.
- Develop or assist in developing requests for proposals and contracts with service providers; ensure compliance with county requirements.
- Maintain regular, predictable and punctual attendance.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Administrative Program Manager 2 is responsible for managing various programs, projects, administrative functions and staff. Full supervisory responsibility of subordinate employees is required by this classification. Work is performed under general direction of an administrative superior and work assignments are carried out in accordance with objectives. Work is performed with considerable latitude for independent action and judgment. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements and standards of performance.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Administrative Program Manager 2 typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Ability to travel to attend meetings away from regular work site may be required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization and personnel management.
- Principles and practices of program organization and management, including specific knowledge of the section or department assigned Computer applications relative to the job functions
- County Code and regulations related to departmental operations.
- Methods and techniques of budget preparation, monitoring and management.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

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Ability to:

- Understand, interpret and apply county, state and federal regulations as related to the specific department.
- Effectively plan, supervise and evaluate the work of subordinates.
- Establish and maintain effective working relationships with County officials, employees, the general public and/or groups who may have conflicting goals and purposes
- Analyze complex administrative problems and to make sound policy and procedural recommendations as to their solution.
- Evaluate the efficiency and effectiveness of program procedures and activities.
- Work under stress and maintain composure when confronted with adverse situations.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Explain clearly, verbally and in writing, information of a technical nature.
- Establish and maintain effective working relationships, as necessitated, by the work of the position.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties, assignments and diverse projects concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with a degree in business or public administration or a related field plus four or more years of experience in an administrative position requiring budgetary, personnel and supervisory skills. Additional education or experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.