



## ADMINISTRATIVE PROGRAM MANAGER

**Department:** Multiple  
**Job Class #:** 155000  
**Pay Range:** Professional 06

**FLSA:** Non-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 professional and responsible administrative work of a complex nature performed in various Pierce County departments. Work involves a variety of responsibilities in the areas of policy-making, program management, budget development, and strategic planning for a small department or a division of a large, complex department. This position requires a considerable amount of independent initiative and judgment in analyzing programs, business practices and managing various administrative projects making recommendations and reporting to assigned management.

**SERIES CONCEPT:** This position is the first level of the series consisting of Administrative Program Manager, Administrative Program Manager 1 and 2. The Administrative Program Manager is distinguished from higher level Administrative Program Managers by the level of complexity, magnitude of the work performed, and lack of supervisory duties.

### **ESSENTIAL FUNCTIONS:**

- Manage and oversee the daily administrative operations of a small department or division of a large department.
- Analyze tasks and procedures to determine improvements, where duplication of efforts exists; coordinate with department staff and management to determine alternatives for improvements to include modifying procedures, adding resources and/or developing other systems, as necessary.
- Serve as point of contact for information regarding division status and processes; and facilitate guidance of staff members with necessary processes to meet division/department goals and objectives of the county.
- Coordinate activities of a designated unit; determine work procedures, and determine methods for expediting workflow. Assist with the development and implementation of operating procedures for assigned division.
- Act as a liaison to support division management in communicating effectively to staff, management, and other county departments.
- Explain or interpret complex rules, policies, and operating procedures and may make decisions within established rules and policies.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Assist in developing and implementing operating procedures consistent with regulations controlling departmental activities; develop and prepare training manuals and facilitate training to ensure consistent and proper procedures are followed.
- Work closely with other departmental divisions, County departments and other agencies to coordinate activities and comply uniformly with requirements.
- Participate in the preparation and presentation of the department or division budget and its subsequent cost control and monitoring. With input from others, determine priorities on budget items, develop alternatives, and provide fiscal analysis; oversee rate adjustments, and revenue/expenditure.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Work closely with the IT division of Finance to determine computer needs; assist in program designs and requirements; coordinate implementation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- 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**

- May identify potential fund sources and prepare related applications for funding.
- Assist in developing and maintaining records and reporting systems per department and county guidelines, providing for proper quality control.
- Assist in developing requests for proposals and contracts with outside purveyances; ensure compliance with county requirements.
- May oversee and establish data collection and billing procedures; verify billing and other accounting related activities; assist staff in resolving complex accounting related problems.
- May interpret and explain regulations to the public and community through speaking engagements, reports, studies and publications.
- Compile statistics, perform research, prepare reports and analysis for management regarding purchasing, budgets, training, department assets, etc.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Administrative Program Manager is responsible for coordinating various programs, projects and administrative functions in a small department or a division of a large, complex department. Full supervisory responsibility of subordinate employees is not required by this classification. Work is performed under general direction of an administrative superior and work assignments are carried out in accordance with broad objectives. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements and degree of conformance with established standards of performance. This position is responsible for performing lead functions such as assigning, reviewing, and approving the work of others.

**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 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.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required.

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#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of public administration, including the organization and administrative office functions.
- Techniques of organization and management.
- General human resources practices and processes.
- Administrative functions in a public sector environment.
- General fiscal accounting and contract administration processes.
- Research methodology, data collection, analysis and reporting.
- Computer applications related to the position.
- Methods and techniques of budget preparation and execution.

##### **Skill in:**

- Use of independent judgment and effective decision-making when applying laws, rules, policies and procedures and in effective problem-solving.

##### **Ability to:**

- Communicate effectively, both orally and in writing. Comprehend and interpret county, state and federal regulations as related to the specific department.
- Work effectively with a wide variety of individuals and groups.
- Analyze administrative problems and to make sound policy and procedural recommendations.
- Evaluate the efficiency and effectiveness of program procedures and activities.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Manage multiple diverse programs, projects and administrative functions.
- Maintain composure in stressful situations.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments 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, public administration, or a related field plus two or more years of experience in a administrative position requiring budgetary and personnel 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.