



SUPERINTENDENT OF ADMINISTRATIVE SERVICES

Department: Parks and Recreation

Job Class #: 113200

Pay Range: Executive 05

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: The Superintendent of Administrative Services has overall responsibility for leading and managing department-wide budget, planning, policy, communication, IT and related administrative functions. The position requires consistent and thorough understanding of the department and the ability to carry out diverse responsibilities, develop and implement department policies, and manage complex financial and budgetary issues.

ESSENTIAL FUNCTIONS:

- Supervise and coordinate activities of the Administrative Services Division (one of four departmental divisions); determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Manage all business functions of the department including accounts payable, accounts receivable, cash handling, point-of-sale systems, payroll and audits.
- Establish and implement department policies and procedures; updates procedures and existing guidelines as necessary to meet changing conditions and goals.
- Plan and administer the department budgets; exercise proper financial control over budgetary expenditures as well as responsibility for appropriateness of expenditures.
- Perform the duties of the Director in their absence as assigned.
- Act as department liaison for attorneys in the Prosecutor's Office assigned to the department; develop and maintain open and effective communication with department divisions, local government officials, and the public at large; as required. Represents the department and the County before local governing bodies and community organizations.
- Provide direction and leadership with legal issues.
- Oversee Risk Management function in the department.
- Oversee the Information Technology functions that include: purchasing decisions, systems and programming, pc and network support, and web development and support.
- Provide direction and leadership for Records Retention including records collection, maintenance, organization, production, and archiving according to state guidelines.
- Direct the formulation and routine updating of the goals and objectives of the Division consistent with the mission and strategic direction of the department.
- Oversee applications to federal and state grant agencies; administer on-going grants.
- Provide effective leadership and direction in the administration of the division's operation.
- Direct the preparation of the annual work programs, budget, and capital facilities plan and capital projects budgets.
- Negotiate contracts for large and/or complex contracted services and oversee the administration of all contracts.
- Investigate employee grievances and recommends resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; provide adequate coverage during staff absences for the Administrative Services Division.
- Conduct performance evaluations and develop performance measures and standards for the

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Administrative Services Division.

- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable 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.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Superintendent reports to the Director of Parks and Recreation and works as a team member consulting with the Superintendent of Parks, Resource Stewardship Superintendent and Recreation Superintendent. Work is performed with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Director for thoroughness, timeliness and compliance with regulations, policies and procedures. The position may act as Superintendent of Parks, Resource Stewardship Superintendent or Recreation Superintendent in their absence. The position may act as Director of Parks and Recreation Services in the Director's absence. The position will represent the director with Executive Management, other County Department and the Pierce County community. This position has full supervisory responsibility for assigned staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Superintendent of Administrative Services works in an office environment on a daily basis. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Current federal, state, and local laws, regulations, and guidelines applicable to health and safety issues.
- Methods and procedures involved in budget preparation, justification, and control associated with an enterprise fund and other funds.
- Construction administration, monitoring, and compliance regulations.
- Information Technology Services, Contract Services, Record Retention Policies, Human Resource Management, Facilities Management, Equipment Services, and Administrative Services operations.
- Emergency management principles and practices.
- Project management principles, practices, and delivery systems.

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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.
- Use and operation of personal computer, job-related computer programs such as Word, Excel, and Power Point, and other office equipment.

Ability to:

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Direct, administer, manage, supervise, and coordinate the activities of multiple administrative support service areas.
- Plan, direct, assign, supervise, and evaluate the work of subordinates.
- Establish and maintain effective working relationships with staff, other division managers, the Citizens' Advisory Board, department heads, County officials, contractors, concessionaires, and tenants.
- Negotiate contracts with vendors, cities, towns, and Metro Park Districts for large and/or complex contracted services.
- Plan, establish goals and objectives, and implement department policies and procedures, long range goals, and provide strategic direction.
- Coordinate department activities with other local government officials, community organizations, and the public at large.
- Review special reports and direct the preparation of summaries of consolidated reports.
- Prepare annual work programs, budgets, and capital facilities plan and capital project budgets.
- 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 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 Bachelor's degree in public or business administration, parks and recreation, education, planning or closely related field. Five or more years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position with at least two years in a managerial/supervisory capacity. Any combination of education and experience may substitute for the minimum requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.