



ADMINISTRATIVE PROGRAM MANAGER 1

Department: Multiple
Job Class #: 111700
Pay Range: Professional 07

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 administrative and supervisory 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 staff supervision for a small department or department division.

SERIES CONCEPT: This position is the first level of the series consisting of Administrative Program Manager 1 and 2. The Administrative Program Manager 1 is distinguished from the Administrative Program Manager 2 by the level of complexity and magnitude of the work performed.

ESSENTIAL FUNCTIONS:

- Manage and oversee the daily administrative operations of a small department or division of a large department.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- 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 County departments, local, state and federal agencies to coordinate activities and comply uniformly with requirements.
- Participate in the preparation and presentation of the 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 adjustment and revenue/expenditure.
- Oversee and establish data collection and billing procedures; verify billing and other accounting related activities; assist staff in resolving complex accounting related problems.
- Interpret and explain regulations to the public and community through speaking engagements, reports, studies and publications.
- Work closely with the IT division of Finance to determine computer needs; assist in program designs and requirements; coordinate implementation.

ESSENTIAL FUNCTIONS: (continued)

- Maintain regular, predictable and punctual attendance.

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- 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

- Identify potential fund sources and prepare related applications for funding.
- Assist in developing and maintaining records and reporting systems per county, state, and federal guidelines, providing for proper quality control.
- Assist in developing requests for proposals and contracts with outside purveyances; ensure compliance with county requirements.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Administrative Program Manager 1 is responsible for supervising various programs, projects and administrative functions in a small department or department division. 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 broad objectives. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements and degree of conformance with established 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 1 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management and employee supervision.
- Computer applications related to the position.
- Methods and techniques of budget preparation and execution.

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.

KNOWLEDGE, SKILLS AND ABILITIES(Continued)

Ability to:

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- Communicate effectively, both orally and in writing.
- Comprehend and interpret county, state and federal regulations as related to the specific department.
- Effectively plan, coordinate and monitor the work of subordinates.
- 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 or public administration or a related field plus two or more years of experience in an 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.