SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Administrative Specialist IV
Date: June 24, 2008
Reports to: Park & Fair Director
Department: San Juan County Parks
FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION: Assist Director with county parks and recreation program management. Provides primary administrative support to Director, and park staff. Trains and directs Administrative Specialist II. Manages department administrative office; develops and coordinates special programs such as camping reservations, group camping, special use permits, special events, volunteer host program and public information program. Serves as department purchasing agent; processes all department financial transactions including payroll, cash receipting and deposits, audits and revolving fund management. Develops monthly and special financial reports as requested by the Director. Coordinates information system needs with county IT staff and provides computer technical support for off-network equipment in administrative office and park locations, Coordinates youth program agreements and reporting. Prepares professional service and public works contracts including EDEN file development. Assists Director with grant preparation and capital projects. Includes some routine clerical work such as reception, filing and correspondence. Work is performed independently under the Director's general direction.

MINIMUM QUALIFICATIONS: High School diploma, or G.E.D. and a minimum four years of complex professional administrative experience including computer experience and accepted secretarial practices or any combination of education and experience which demonstrates the ability to perform the essential job functions. Must possess excellent organizational and time management skills to accomplish department objectives. Ability to communicate clearly both orally and in writing with precise attention to detail required. Must have proficiency in word processing and spreadsheet software programs and office machines. An aptitude for managing computer systems and troubleshooting is preferred.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Manage public information program. Provide administrative reception and program management by phone, correspondence and in person in a pleasant professional manner despite stressful or difficult situations. Assist and educate inquirers or direct them to the appropriate staff, department or agency. Works with Website and Communications Administrator to issue press releases and involve the media in Parks affairs when appropriate. Look for opportunities to market County Parks to the public. Establish and maintain effective working relationships with park employees and other county departments.

*2. Perform regular reporting on administrative programs, assisting in developing and refining programs and policies. Create documents, forms, presentation materials, and reporting tools. Includes:
   • Payroll program administration for all departmental staff : EDEN entries, staff training and staff support.
   • Regular and accurate reporting to State Agencies including the Recreation and Conservation Office (grant billings), Department of Revenue (Sales Tax), and Department of Labor & Industries (Industrial Insurance tax).
   • Maintaining department file system, requiring knowledge of State laws guiding file retention, destruction and archival.
- Responding to Public Disclosure (PRA) requests, providing information pursuant to applicable State laws and logging all PRA requests.
- Researching and coordinating training on Safety and facility programs in relation to state regulations and requirements, system operations, i.e., WAC and RCW research, water system operation requirements and training.
- Coordinate staff and volunteer background checks through the WSP program.

*3. Coordinate all department financial transactions, including managing revolving fund. Requires working relationships with Auditor’s and Treasurer’s office staff, vendors and park staff.
  - Assure proper payment and coding
  - Resolve discrepancies
  - Track project expenditures.
  - Develop program budget reports using EDEN and Excel.
  - Conduct annual cash audits at all parks.
  - Primary contact during State audits.
  - Train department staff in accounting procedures and oversee accuracy of transactions.
  - Manage all banking activity, including monthly revolving fund reconciliation and credit card charges.
  - Collect on NSF checks, coordinating with other departments as needed.

*4. Serve as Purchasing Agent. Research products/services and suppliers; negotiate pricing, select vendors, issue purchase orders, and coordinate transportation and delivery. Includes resolving billing and merchandise issues.

*5. Coordinate department IT needs and off-network computer program including: troubleshoot computer problems, coordinate with county IT staff, maintain electronic files and storage, and perform regular basic maintenance routine for software systems as well as PARCS, the specialized reservation program. Manage department web-site.

*6. Train and supervise the work of the part time Administrative Specialist II, and directs the work of (one) office volunteer or intern when needed.

*7. Coordinate special use permit application process, documentation and preparation of permits for Director’s signature. Coordinate Youth Program funding corresponding with program coordinators, and processing annual inter-local agreements. Develop systems to track activities and programs, assists in program monitoring and evaluation.

*8. Provide Park & Recreation Commission meeting coordination and assist Director in meeting preparation. Ensure that meetings operate according to State legal requirements. Record, transcribe, and distribute meeting minutes monthly.

*9. Plan and develop special events such as annual staff training, building dedications, and public meetings as assigned by Director. Coordinate Camp Host program for San Juan and Odlin Parks.

10. Represent the Department and conduct the department’s regular business in the absence of the Director.

11. Coordinate special projects as assigned by Director.

12 Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting and occasional standing and walking. The employee is infrequently required to lift objects weighing up to 30 pounds or carry objects with both hands and arms. This position requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. At times will require working under stressful conditions. Position requires simple math computations. Ability to maintain concentration amidst constant workplace interruption, manage multiple tasks, and adjust to changing priorities.
EQUIPMENT REQUIREMENTS:

<table>
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<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Tape Recorder</td>
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</tr>
<tr>
<td>Architectural Copier</td>
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</tbody>
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WORKING CONDITIONS. Work is performed in a normal office environment.