

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Administrative Operations Specialist – FMS**

Dept.: **FMS**

Job Code Number: **10610**

Reports to: **Director of FMS**

Grade Number: **16, Non-represented**

Effective Date: **July 2021**

FLSA Status: **Non-Exempt**

General Position Summary:

The Administrative Operations Specialist is part of a collaborative team that provides administrative operational support to the Facilities Management Services (FMS) department. The Administrative Operations Specialist is responsible for managing the daily influx of work in the FMS department, and the workflow to ensure deadlines are met. This includes overseeing project assignments, as well as completing projects initiated and maintained by FMS. In addition, the Administrative Operations Specialist tracks and completes administrative tasks related to facilities management, such as leases and property documents, purchase orders, invoices, and project closeouts.

Essential Duties/Major Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Collaborate with FMS management team to initiate, assign and coordinate work projects and processes among the FMS operational support staff.
2. Oversee the workflows of the FMS Project Specialist and Division Assistant to ensure appropriate separation of duties and the financial integrity of the department.
3. Coordinate with the Finance department to ensure projects are within State Regulatory Rules and in compliance with contracting, accounting, and purchasing policies and procedures.
4. Input annual budget for FMS department and monitor expenditure to budget throughout fiscal year.
5. Monitor and manage the application of FMS systems including the Web Help Desk, on-call system, and fleet management tools.
6. Work independently on assigned projects; coordinate required KCLS staff, vendors and others involved to successfully complete projects.
7. Track and monitor FMS projects from initiation to closeout, reconciling billing to financial systems, and resolve discrepancies and complaints.
8. Review invoicing from vendors to insure rates are as stated in contracts.
9. Prepare fiscal, administrative, and other statistical reports as deemed appropriate and/or as required.
10. Establish and maintain internal controls with a special emphasis on the operational areas identified as having a high risk of fraud, waste, and abuse.
11. Manage public sector smalls works roster portal.

12. Monitor and oversee vehicle GPS information.

Secondary Duties:

1. Maintain and distribute department related information.
2. Communicate with supervisors and managers about operations and/or dispatch issues.
3. Complete and maintain a variety of reports as directed by the department director.
4. Respond to incidental emergencies (e.g. fire alarms, flooding) that impact KCLS facilities.
5. Other related duties, administrative processes, and projects as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

A typical way of obtaining the knowledge, skills, and abilities necessary to successfully perform the essential duties of the position is:

- Prior work in business/public administration, accounting or project management.
- Strong understanding of accounting concepts, with intermediate knowledge of Microsoft Office suite with an emphasis on Excel skills.
- Ability to prepare and track a budget.
- Training in project management.
- Three years' increasingly responsible related experience.
- Or an equivalent combination of training and experience that provide the required knowledge, skills and abilities to successfully perform the essential duties of the position.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment or on site at a KCLS community library. The position often requires early morning discussions and is subject to frequent interruptions. Extensive PC work is required.

Advancement Possibilities:

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR