



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Administrative Services Manager	DEPARTMENT: Superior Court
CLOSING DATE: November 30, 2014, 5 p.m.	POSITION #: 06-R-01265
SALARY RANGE: \$5,346 - \$7,128 / month	FTE: 1.0
EMPLOYMENT TYPE: Regular Full-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Brooke Marshall, Superior Court Administrator	PHONE #: (360) 786-5559
UNION: NO	

SUMMARY OF DUTIES:

Prepares superior court's annual budget and monitors expenditures and court performance against the approved budget and general cost-effectiveness standards; ensures that the fiscal policies, procedures and records are consistent with county requirements and contemporary accounting standards. Assists in determining the court's short- and long-range budget planning goals and budgetary requirements. Oversees the court's accounting and payroll functions. Works closely with the court administrator in determining the number and types of positions needed to accomplish court goals. Assists court administrator in defining organizational structure and roles of divisions, work units, and positions. Provides managerial leadership and supervises and evaluates assigned staff; conducts or oversees performance evaluations and initiates and implements disciplinary actions as warranted. May develop, and oversee department administrative operations which may include files and records management, policies and procedures, contract and grant management, financial management, purchasing and supplies, customer service activities, and facilities issues. Monitors, researches, interprets, and implements administrative and procedural changes in response to legislative law changes. Participates on various committees. Performs other duties as assigned.

The Superior Court Administrative Services Manager is distinguished from other administrative supervisors by the degree of focus and responsibility for the financial and budgetary management. Incumbents participate on the court's executive management team and independent judgment is afforded this position. Effectiveness and results guide performance standards for this position.

QUALIFICATIONS:

- A Bachelor's degree in public administration, business administration, management, or similar related field. Additional related-experiences may be substituted for education on a year for year basis.
- Five years of experience in a position equal in responsibility demonstrating successful management capabilities. Previous related experience working in a similar office environment would be preferred.
- Must have the ability to proficiently utilize a personal computer and appropriate software to successfully perform essential functions of the position.
- Depending upon assigned department, incumbent may be required to pass a drug screen and background investigation.

DESIRED SKILLS:

Increasingly responsible governmental accounting experience including budgeting, financial analysis, forecasting, grants and contracts, general ledger, and fixed asset management.

Knowledge of the State of Washington's Budgeting Accounting Reporting System (BARS).

Knowledge of Thurston County MUNIS Accounting System.

Knowledge of various financial guidelines for grants management.

Desire to work in a judicial branch agency and/or previous court operations experience.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

- Eligible for benefits
- NOT represented by a union
- NOT Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume
- Supplemental Questionnaire