

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Facilities Administrative & Financial Supervisor**

Dept.: **Facilities Management Services**

Job Code Number: **10630**

Reports to: **Director of FMS**

Grade Number: **18, Non-represented**

Effective Date: **August 2010**

FLSA Status: **Exempt**

General Position Summary:

Under the general guidance of the Director of FMS, position performs a variety of administrative and technical tasks and provides daily direction for FMS operations. Performs independent financial analysis on a wide range of issues and programs. Provides supervision and directs work of assigned personnel. Promotes team collaboration and best use of staff capabilities.

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. Coordinates communication and ensures that the work of assigned staff and implementation of policies and procedures is consistent with KCLS policies and procedures.
2. Prepares, oversees and manages annual operating and capital budgets. Creates relevant reports.
3. Coordinates work projects with coordinators and office staff ensuring that deadlines are met and projects are within budgetary limits. Manages and creates reports on construction projects.
4. Prioritizes and assigns daily work load. Oversees reception/front desk functions.
5. Reviews and approves invoices and purchase orders.
6. Creates Facilities policies and procedures and insures compliance with all KCLS policies and federal, state and other applicable laws and regulations.
7. Selects, trains, supervises and schedules subordinate staff in compliance with all KCLS policies and procedures.
8. Conducts performance evaluations of direct subordinates, clarifies performance expectations and initiates appropriate actions as required including disciplining, coaching, training and development.

Secondary Duties:

1. Provides backfill for Director as necessary.
2. Assists in accounting, cash management, and financial statement preparation as necessary.

3. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS staff and customers, vendors, etc. Contacts are regularly made on the incumbent's own initiative and occasionally made at the supervisor's request or initiated by a third party. Collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequences to the organization could be significant if interactions are not handled well. The position has a requirement to interact regularly with direct reports, coordinators and vendors. Information handled by the incumbent contains confidential/sensitive information necessitating discretion at all times.

Initiative:

The position occasionally operates from established and well-known procedures and is responsible for problem solving with others within own department. The position often requires design of new tools or models and the job involves a high degree of complexity. The incumbent operates independently and receives minimal supervision. The position is exposed to frequent new and varied work situations and decisions are made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position requires refined planning and goal-setting skills and the incumbent plans as part of a group activity. Some strategic planning is required at the facility/department level. The position makes decisions that have impact across a limited number of work units. The position's work is monitored or checked occasionally by the manager. An error in the incumbent's work would jeopardize the integrity of sensitive financial documents, may lead to incorrect decision-making or inaccurate annual budgets and capital project cost estimates resulting in cost overages/shortages. A delay could result in delays in the long-range plan, or budgeting process.

Leadership:

The position is responsible for mentoring, leading and supervising direct reports. The position is responsible for role modeling and promoting organizational values within own work unit or department and across the organization.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined below is graduation from a four-year college or university with major coursework in general administration, economics, accounting, finance or related field; two to four years of financial analysis and budgeting experience, preferably in the public sector; two to four years supervisory experience; or an

equivalent combination of training and experience to successfully perform the duties of the position.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of standard financial analysis techniques and tools.
- Solid understanding of statistical and financial analysis concepts.
- Extensive knowledge of financial reporting formats, schedules and reports.
- Extensive knowledge of budgeting processes and procedures.
- Advanced spreadsheet skills.
- Considerable knowledge and experience in the use of relational databases.
- Considerable experience with financial reporting systems.
- Thorough knowledge of general accounting and financial standards and guidelines applicable to governmental organizations.
- Knowledge of the principles of supervision including human resources policies and procedures.

Ability to:

- Adapt to changing needs, recognize and set priorities, and to plan, coordinate and organize own work and work of others in a fast-paced, deadline driven environment with multiple projects and changing priorities.
- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing with a diverse staff.
- Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.
- Draw accurate conclusions from analyzing financial data and present conclusions clearly and accurately.
- Formulate specific recommendations regarding programs, systems, reports, schedules and other areas of involvement.
- Maintain a disciplined, organized and detail oriented approach to all aspects of own work.

Skill in:

- Developing, training and providing leadership to departmental staff.
- Using resources and current office technologies relevant to the job duties.
- Listening to, understanding and interpreting information received from staff.
- Research and analysis of complicated financial and operational issues and situations.
- Coordinating and leading others in projects, teams and cross-functional activities throughout KCLS.

## SPECIAL REQUIREMENTS

MBA preferred but not required

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in a normal office environment. Occasional overtime, constant sitting, and extensive PC monitor work are included in the job.

### Advancement Possibilities:

Depending on education and experience

Director of FMS

Director of Finance

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

Final: 7/31/01  
Revised: 3/18/02  
Revised: 7/19/10