



Kittitas County, WA  
Employment Opportunity

## CHIEF ADMINISTRATOR

<b>Salary</b>	\$5,644 - \$6,955 per month	<b>Location</b>	Ellensburg, WA
<b>Job Type</b>	Full-Time	<b>Benefits Status</b>	Benefits-Eligible
<b>Department</b>	Community Development Services (CDS)	<b>FLSA Status</b>	Exempt
<b>Opening Date</b>	4/12/2024	<b>Closing Date</b>	Open until filled, first review after 4/26/2024

### Description

The Kittitas County CDS Department is currently seeking qualified candidates for the position of Chief Administrator. Under the direction of the CDS Director, this position oversees the day-to-day management of the department including a full range of administrative support functions. Anyone who meets the qualifications stated in the job description is encouraged to apply.

### Essential Functions

#### Administrative Duties

- Coordinate technical assistance for planning and building.
- Coordinate front counter coverage in the absence of sufficient Permit Technician coverage.
- Coordinate financial reporting for the department in coordination with the Office Administrator.
- Draft correspondence for the Code Enforcement Officer, Building Official, Planning Official, and other staff as assigned.
- Track enforcement actions including voluntary compliance, infraction notices, and abatements in close coordination with the Code Enforcement Officer and the CDS Director.
- Advise the CDS Director of high-risk public contacts, actions, and permit applications.
- Manage calendars for assigned staff.
- Prepare and manage study session and meeting materials.
- Prepare a variety of reports and other written materials for distribution internally and externally as assigned.
- Prepare resolutions, agendas, ordinances, contracts, and other official documents, and coordinate review with legal counsel and the Board of County Commissioners.
- Proofread materials, making corrections for spelling, grammar, and punctuation.
- Inform, update, and advise the CDS Director of financial/budget conditions, program progress, and identify issues and opportunities for improvement and/or policy changes.
- Coordinate purchases of equipment and other department materials.

#### Personnel Management

- Oversee the daily workload of assigned staff.
- Process weekly timesheets and track and approve leave requests.
- Conduct performance reviews; provide input to the Director on employment actions such as performance improvement, discipline, and termination.



- Train and coach new employees in the development of goals, objectives, and performance measures.
- Assist in the recruitment process of new ad vacant positions.

### Minimum Qualifications

- High School Diploma or GED equivalent.
- Five (5) years of progressively responsible management experience in administration, operations, and personnel supervision.
- Cash handling experience.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### Required Knowledge, Skills, and Abilities

- Ability to plan and organize work.
- Ability to lead and motivate staff.
- Knowledge of general office procedures and equipment.
- Ability to exercise good judgement as to when to act independently and when to refer situations to the appropriate person.
- Ability to communicate professionally, both verbally and in writing, with diverse populations.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Knowledge of budget process.
- Ability to maintain confidentiality.
- Must be motivated and possess the desire to produce high-quality work.

### Preferred Qualifications

- Knowledge of Washington State records retention procedures/schedules.
- Previous experience in local government.
- Previous experience in building, planning, or code enforcement.

### Benefits

Kittitas County offers comprehensive healthcare, retirement, and leave benefits to eligible employees. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>

### Working Conditions

Work is primarily performed in an office setting. Sustained posture in a seated position, walking, kneeling, crouching, stooping, reaching, climbing (stairs or other), twisting, crawling, and prolonged periods of computer operation; and strength to lift up to 25 pounds or more with assistance. Exposure to upset persons may occur. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, read printed materials, a computer screen, and assess situations in varying environments and degrees of light; and hearing and speech to communicate clearly in person or over the telephone.

Work is typically performed during regular office hours; however, exempt/management positions are expected to work the number of hours necessary to complete the duties of the position. Periodic travel is required for



meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Reliable attendance and punctuality are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

---

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references
4. Supplemental exam answers

### **Supplemental Exam Questions**

1. Please describe the techniques you utilize when managing multiple calendars for executive staff.
2. Please describe your experience coaching and disciplining both union and non-union staff.