



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

JOB TITLE:

Administrative Services Manager

ABOUT THE SOUND CITIES ASSOCIATION (SCA):

The Sound Cities Association was founded to help cities in King County act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking. Collectively, our 38 member cities represent over one million constituents in King County, Washington. More information can be found on our website, www.SoundCities.org.

JOB SUMMARY:

The Administrative Services Manager plans, organizes, and directs the internal operations of the SCA office. The Manager must have a high degree of initiative, be able to work independently, and handle numerous projects and assignments simultaneously. The Manager reports to the Executive Director, who provides consultation and supervision on an as-needed basis.

EXAMPLE OF DUTIES:

- Plan, organize and direct the internal operations of the SCA office;
- Fiscal management of the Association including budgeting, accounts payable and receivable, banking, and oversight of payroll and retirement reporting;
- Human resources oversight;
- Coordinate daily office routine including answering phones, making meeting arrangements, mail distribution, managing Association calendar, purchasing, and filing;
- Arrange and attend Board, Public Issues Committee, networking events, and membership meetings, providing minutes where required;
- Produce informational brochures, meeting notices, and other publications as required;
- Manage content on the Association website;
- Manage Association databases, committee assignment lists, and email address lists;
- Manage the Association computer systems and recommend equipment and software upgrades;
- Manage Association administration including maintenance of corporate records;
- Maintain community and membership relations including consultation to member city administrative staff;
- Ensure the Association follows policies and procedures guided by the By-laws, Articles of Incorporation, Board Policies, as well as policy guidance given by the Board of Directors;
- Serve as Public Records Officer for the Organization.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Superior human relations skills;
- Excellent verbal and written communication skills;
- Data processing systems administrative experience;
- Display high degree of judgment, discretion, and confidentiality;
- Bachelor's degree in business or public administration or a related field, or equivalent knowledge and experience;
- Highly experienced in MS Office computer software, including Outlook, Word, Excel, Access, PowerPoint, Publisher, and SharePoint, as well as Adobe Acrobat;
- Experience creating and maintaining financial documents for an organization, account reconciliation and accounts receivable/payable, and proficiency in QuickBooks;
- Experience updating and maintaining a website desirable;
- Human resources experience desirable;
- Experience taking meeting minutes and maintaining public records desirable;
- Familiarity with Washington Department of Retirement Systems (DRS) desirable;
- Proficiency in the English language including composition, spelling, grammar, and punctuation;
- Background and experience working with elected officials highly desirable. Local government experience highly desirable.

WORK SCHEDULE:

The Administrative Services Manager is a nonexempt regular full-time employee and is overtime eligible. The typical workweek is Monday-Friday, 8 AM – 5 PM. An ability to cover evening, early morning, and occasional weekend meetings as needed is required for the position. Must have a valid driver's license and reliable transportation and be willing and able to travel throughout the county for meetings.

SALARY:

\$60,000-\$75,500, depending on experience. Excellent benefits including health care, generous leave provisions, and Washington State PERS retirement.

APPLICATION PROCESS:

Interested applicants should provide a resume and cover letter to SCA Executive Director Deanna Dawson at deanna@soundcities.org. The position will remain open until filled, and applications will be reviewed on a rolling basis.

SCA follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.