



---ADMINISTRATIVE SERVICES MANAGER--- CITY OF CARNATION, WA.

Position

This position is at-will. This classification is an executive level position that is responsible for decision making and accesses private and confidential information. This position exercises a great deal of discretion and professional judgment.

IMPACT: to ensure smooth operations of the organizations, bring in funds for capital projects and properly manage the legislative affairs of the organization.

Required Experience

A minimum of five (5) years serving in a mid-level to advanced position as an administrative lead, CIP Manager, Operation Manager or similar position, ideally in the private sector. Specific duties for this position include:

- ◆ Clerking, managing all records, legislative agendas, public proceedings and records requests. Supervising staff responsible for the tasks associated with these duties. This position is responsible for attending (in person or remotely) all Council meetings.
- ◆ Operations Management. Ability to manage daily operations of the organizations including but not limited to administrative support, technology coordination, office aesthetics, financial transactions, utility billing and contract administration.
- ◆ CIP Management. This position will be responsible for administering all aspects of the CIP Plan, including grant writing, claims, reimbursements, reports, marketing and promotion.
- ◆ Utility Billing. Will be responsible for timely delivery of bills for all utilities.
- ◆ Financial Support. This position will manage staff responsible for providing financial and administrative support.
- ◆ Executive support on confidential topics.
- ◆ Labor Relations. Will be responsible to participating in labor negotiations, drafting policies and protocols.

This position will report to the City Manager or her designee.

DESIRED QUALIFICATIONS

College degree in public administration, business administration, accounting, psychology or similar field.

Experience managing a high pressure environment such as health and or social services.

Non-profit or small business management is highly desirable.

5 years of high level administrative management experience.

This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary.

COVID 19 VACCINATION IS REQUIRED

Full time; fully benefited; at-Will; FLSA Exempt.