



**Board of County
Commissioners
Administrative
Supervisor**

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	6/15/2026 2:39:10 PM
Working Title:	Board of County Commissioners Administrative Supervisor
Job Family:	Office
Classification:	Office Support Supervisor

ORGANIZATION

Department:	County Commissioners
Cost Center/Program:	9011 - County Commissioners
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include providing professional and responsible administrative work complex in nature, office management including overseeing the daily supervision of office support staff.

Distinguishing Characteristics
 This is the fourth level of a four-level Office Support series. This Office Support Supervisor is distinguished from other classifications in this series in that incumbents perform a series of office administration support tasks that are technical and specialized in scope and supervisory in nature. Work assignments are procedurally complex and require considerable expertise in the assigned function area. Incumbents are considered a resource for information in their respective specialized operations and/or expertise. Incumbents may be expected to act as liaison between internal and/or external customers and department staff.

The incumbent plans, develops, organizes, and supervises administrative, fiscal, personnel, and technology functions for the Board of County Commissioners Office. This role performs highly responsible, confidential, professional, and management-level work, coordinating all administrative operations of the Office. Responsibilities include supporting budget development, monitoring expenditures, advising on budget matters, and overseeing operational planning and effectiveness.

Additional duties include supervising support services; records and asset management; fiscal processes; special projects; research and analysis; and the development and implementation of Office goals and objectives. The position ensures compliance with County administrative and Office operational policies and coordinates work with other County departments.

This appointed, at-will position reports to the Assistant County Administrator. Employment is at the discretion of the County Administrator and may be revoked at any time, with or without cause and without the right to appeal.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Office Operations & Supervision: Lead and oversee all administrative, clerical, and executive support functions to ensure efficient, accurate, and high-quality office operations. Supervise administrative staff, manage workflow and coverage, handle performance and HR-related actions, and support staff development.	35%
Executive & Board Support: Provide executive-level administrative support to the Board of County Commissioners and executive leadership. Oversee calendar management, create agendas, meeting materials, and presentations, and serve as backup to the Clerk of the Board for meeting support and records responsibilities.	10%
Records & Information Management: Administer the full lifecycle of office records to ensure compliance with public records laws, retention schedules, and best practices. Maintain secure and	10%

Essential Functions

Essential Function	% TIME
accessible information systems, oversee archival processes, and ensure staff compliance with OPMA and PRA requirements.	
Public Disclosure & Compliance Oversight: Coordinate timely and legally compliant responses to public records requests. Develop disclosure procedures, review responsive documents, and interpret legislation related to Open Public Meeting Act, PRA, and Board functions to guide office compliance.	15%
Budget, Purchasing & Asset Management: Monitor office budgets and expenditures, approve purchases and invoices, and support budget development. Oversee purchasing processes and vendor coordination, and manage office assets, inventory tracking, and required reporting.	5%
Technology, Facilities & Operational Support: Coordinate IT/IS requests, software upgrades, and administrative process improvements. Oversee office technical support for Chambers and conference room systems, and facilities work orders and operational maintenance needs.	5%
Policy, Procedure & Process Improvement: Develop, implement, and maintain office policies, procedures, and administrative processes. Lead efforts to enhance operational efficiency, consistency, and service quality.	10%
Cross-Departmental Coordination & Audit Support: Serve as liaison to internal departments, external agencies, and state auditors. Coordinate audit documentation, responses, and follow-up actions.	5%
Communications, Web Content & Contract Administration: Maintain accurate intranet and internet content for the Office and coordinate the creation, routing, and approval of office contracts within Workday.	5%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
Report for duty on time and remain at work until the end of their scheduled shift even if an inclement weather event or emergency is declared. The employee assigned to this position is an "Essential Employee" under the Public Works Inclement Weather/Emergency Response policy.	

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	In business administration, public administration or a related field from a college, university, or school accredited by an agency recognized by the US Department of Education	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
4 years	Of administrative, clerical or specialized office experience	Required	including
1 year	lead or supervisory experience. Cannot be substituted unless through the County's supervisory/lead training program which accounts for up to 6 months.	Required	
	Comprehensive knowledge of public meeting policies, procedures and controls, in accordance with regulations	Required	
	Office management experience in a municipal or county government setting	Preferred	
	Experience being a Clerk for a municipal or county government	Preferred	
	Experience working with elected officials	Preferred	
2 years	Supervisor experience.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
DL NUMBER - Driver License, Valid and in State	A current Washington State driver's license	Upon Hire	Required
	Notary Public		Preferred

Equivalency

Related education demonstrating required knowledge, skills, and abilities to perform the job may substitute for up to one year of experience.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of leadership and supervisory principles, practices and techniques relating to employee selection and development, appraisal and staff performance.	High
Washington State law as it relates to the Clerk of the Board function.	High
Terminology, laws, rules, regulations, and policies governing area of assignment.	High
Assigning and monitoring, evaluating and coordinating the work of others.	High
Handling multiple tasks.	High
Policies, procedures, practices and relevant legal requirements applicable to public meetings and other public office functions.	High
Basic business English usage to include letter writing techniques, punctuation, grammar, spelling, and vocabulary	High
Applying customer service techniques; resolving complex problems.	High
Developing, implementing and enforcing office/departmental policies and procedures.	High
Skill in operating office equipment.	High
Skill in establishing and maintaining effective working relationships as required by work assignments.	High
Understand County Codes and State regulations.	High
Word processing skills (knowledge of software programs varies according to position assignment).	High
Interpersonal and human relations skills.	High
Organizational skills.	High
Problem-solving skills.	High
Knowledge of Robert's Rules of Order and/or Parliamentary procedures is essential.	High
Oversee and manage special projects.	High
Function as a member of the Commissioner's Office staff.	High
Maintain confidentiality and adhere to policy and procedures of the department.	High
Interpret and implement a variety of documents, policies and procedures.	High
Understand and execute oral and written instructions and procedures.	High
Effectively plan, coordinate, delegate, assign, supervise, train and evaluate the work of subordinates toward the accomplishment of function goals and objectives.	High
Coordinate, analyze and administer a wide variety of tasks including studies, programs and projects.	High
Read, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents.	High
Work evenings as required.	High
Maintain confidentiality of information.	High
Develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.	High

Supervisory theories, practices and principles	High
Budgeting theories and principles	High
Office management and organizational management theories, practices and principles	High
Management and supervisory skills	High
Facilitation and problem solving skills	High
Analytical and research skills	High
Policy development and interpretation skills	High
Ability to work effectively in a political environment	High
Proven ability to handle confidential information with discretion	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paper work and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paper work and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paper work and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paper work and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paper work and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paper work and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside		Office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing		Professional/semi professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00

Hourly Max:	\$45.28
Hourly Min:	\$35.39