



Administrative Assistant/Contract Specialist

J O B D E S C R I P T I O N

JOB INFORMATION

Approved Date:	3/24/2026 12:06:56 PM
Working Title:	Administrative Assistant/Contract Specialist
Job Family:	Office
Classification:	Office Support Specialist

ORGANIZATION

Department:	Human Services
Cost Center/Program:	1071 - MH/SA/TC Sales Tax Fund
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include specialized office support activities involving creating, maintaining, processing, recording, accessing and releasing documents, files and other information which is governed by strict laws, rules and regulations.

Distinguishing Characteristics

This is the second level of a four-level Office Support series. Incumbents perform all operations and functions of the area supported and apply established procedure in the performance of that work. The Office Specialist class is distinguished from the Office Coordinator class which has lead or coordinating responsibility. The office support classification series is distinguished from the fiscal classification series by duties which require less accounting knowledge and skill.

Under the direction of the assigned supervisor, the incumbent performs responsible technical staff support work and maintenance of contracts, grants, websites, and databases. This position may function as the only or principal administrative support for multiple professional and managerial-level staff. This position functions as the contract support specialist for the department, ensuring the efficient preparation, routing, and submission of all departmental contracts for approval to the County signature authority, and the dissemination of approved documents as required. Coordinating activities and performing word processing, spreadsheet, and database functions requires the ability to accomplish assigned work rapidly and accurately, to work with a variety of people. This department has 13 different divisions and processes close to 500 contracts per year.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Ensuring the execution of all Human Services contracts, grants, agreements and modifications/amendments, to include the initial coordination and tracking of changes; their submission, routing, and tracking through eContracts; the sending out for vendor signatures and any required follow-up; and the preparation of the final documents for signature by the required approval authority (County Commissioners, County Administrator, or Department Head).	85%
Responsible for updating and maintaining the Departments contract webpage and for updating the Human Services webpage(s) in accordance with Kitsap County policy and accessibility requirements. As a backup only.	5%
	5%
Provides essential office support through the coordination of mail pick-up and delivery. As a backup only.	5%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	of administrative, clerical or specialized office experience.	Required	
3 years	of progressively responsible administrative support work and intermediate to advance skills in Excel and databases.	Required	and
	One year of college or business school course work from a college or university accredited by an agency recognized by the US Department of Education may be substituted for one year of experience,		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	1 - N/A: Does not operate County-owned vehicles.			

Equivalency

Related education demonstrating required knowledge, skills, and abilities to perform the job may substitute for up to six months 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.	
Principles and practices of office administration, to include the preparation of draft documents for contracts, grants, agreements, Requests for Proposals, and Requests for Qualifications.	
Basic legal terminology and the methods of processing legal documents.	
Effective communication skills, both oral and written.	
General and specialized office management principles, practices, methods, and techniques.	
Correct and effective use of business English, grammar, punctuation and business mathematics.	
Effective business correspondence.	
Quality control and proofreading practices.	
Fundamentals of contract and report organization.	

Use and care of personal computers/terminals, related peripheral equipment and Word processing and database systems/software, including proficiency with Microsoft Office products.	
Document storage and retention to effectively track departmental activities.	
Coordinate and track changes to contracts, grants, agreements, and modifications. Ability to work with multiple planners, with varying contract needs and support requirements, in coordination with the contracting needs of the Contractors and revenue grants.	
Analyze contract documents, maintain program contract templates, and ensure all necessary updates and changes to contract templates in a timely manner.	
Prepare all contract documents in final form and coordinate the routing process.	
Establish and maintain a central electronic and hard copy departmental contract records database system.	
Maintain multiple mailing lists and prepare materials for large and frequent mailings.	
Coordinate arrangements (e.g., meeting room) for activities that require extensive contacts within and outside of the organization.	
Provide initial or refresher training(s) to department contract administrators and staff to ensure contracts are completed according to County and department standards and requirements	
Maintain a professional demeanor under heavy workload and stressful situations.	
Organized, ability to track efficiently upwards of 144 contracts in the system at any given time.	
Ability to maintain and collate multiple legal documents which vary depending on funding sources and division.	
Technologically driven and skilled.	
Can handle constant change and works towards system efficient models.	
Terminology, laws, rules, regulations, and policies governing area of assignment	
Knowledge of proper English grammar, usage and spelling	
Skill in learning office practices and procedures	
Skill in operating office equipment	
Skill in following clearly stated oral and written instructions or procedures	
Skill in establishing and maintaining effective working relationships as required by work assignments	
Knowledge of basic accounting and mathematics	
Keyboarding skills (speed required may vary according to position assignment)	
Word processing, Excel and database skills (knowledge of software programs varies according to position assignment)	
Interpersonal and human relations skills	
Organizational skills	
Problem-solving skills	
Customer service skills	
Skill in prioritizing work load and adapting to changes in work load demand.	

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:	
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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		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
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		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

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			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

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			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
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 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.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	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.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	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.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nusiance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$32.28
Hourly Min:	\$25.23