

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF OF STAFF

Spec No. 1026

BASIC FUNCTION

Assists the County Council in formulating and articulating county policy; directs office operation and schedules; provides necessary liaison between the Executive departments; coordinates meetings; and performs other related duties as required.

STATEMENT ESSENTIAL OF DUTIES

1. Provides necessary information and recommendations on issues scheduled for council action.
2. Prepares reports on the status of county projects and plans.
3. Prepares policies and budgets.
4. Prepares news releases and answers correspondence as required.
5. Investigates questions and complaints of county operations as requested by the council and reports results as directed.
6. Advises council on status of upcoming appointments to all county boards and commissions.
7. Represents council members at public meetings as requested.
8. Charts and directs work flow through various county departments.
9. Acts as intra-governmental coordinator and coordinates the council's on-going relationships with intra-county, city officials, state and federal legislators.
10. Supervises council office personnel.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration or related field; AND, four (4) years experience in government administration, budgeting, fiscal management or related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of local government administration

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- write clear and concise reports and memorandums
- effectively and courteously express principles, policies and report results to groups as required
- establish and maintain liaison and good working relationships with other county departments and governments as required

SUPERVISION

The employee reports to the members of the county council and has supervisory responsibility for council office personnel.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required.

The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2002
Retitled: December 2002, March 2007
Revised: March 2018
EEO Category: 1 - Officials and Administrators
Pay Grade: 114 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous

Previous Spec No. 211081