

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COMMUNITY INCLUSION MANAGER**

Spec No. 2307

### **BASIC FUNCTION**

To design, implement and manage the Snohomish County Inclusion Initiative through professional work in community engagement, including the planning, development and evaluation of outreach to diverse and historically underserved groups, including minority groups, communities of color, the disabled community, the gay community, veterans, minority/women owned businesses and small businesses. To assist in educating these groups about Snohomish County Government services. Will also include outreach and education on ways to participate in the public process.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops and implements an annual work program and budget for the Inclusion Initiative; reviews and analyzes program objectives, policies and procedures and work standards; develops and recommends new or improved objectives, policies, procedures and standards and coordinates their implementation with other division and department managers as necessary.
2. Represents the County in a variety of public involvement opportunities, including community events, public meetings, and presentations to local governments, community, business and civic groups in support of the County's Inclusion Initiative.
3. Oversees collection, preparation, and maintenance of data, records and reports on the County's Inclusion Initiative; organizes and evaluates information into clear and comprehensive reports and recommendations.
4. Manages contracts that may be entered into from time to time to promote small business development.
5. Provides information, guidance, and assistance to customers, neighborhood groups, organizations, other agencies, and departments; promotes understanding of public processes, procedures and appropriate points of access; and facilitates citizen access to information, opportunities to comment and effective participation in the public process.
6. Responds to and resolves conflicts and questions from the general public, government and private officials, the media and interest groups; researches files and provides information over the phone and in writing.
7. Gives presentations to the Office of the Executive, County Departments and County Council and various groups in Snohomish County; attends meetings and participates in or leads discussions.
8. Works with the Snohomish County Human Rights Commission, including attending meetings and collaborative work to coordinate outreach efforts, plan and organize public events and support the goals of the Human Rights Commission.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Analyzes current common practices, policies, and procedures to determine their alignment with the Inclusion Initiative.
10. Designs and conducts learning experiences to increase the County's ability to function inclusively.

### STATEMENT OF OTHER JOB DUTIES

11. Other tasks as assigned.

### MINIMUM QUALIFICATIONS

A Bachelors degree or equivalent experience in one of the social sciences or other fields directly related to human services, plus 5 (five) years of progressively responsible experience in working with diverse communities, in grant preparation or management in a closely related field. A proven track record of community building and consensus building is preferable; OR, any equivalent combination of education and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### PREFERRED QUALIFICATIONS:

Preference may be given to bilingual or multilingual candidates.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the organization and functioning of County government, government agencies, human services, programs and resources
- the principles and practices of leadership
- the skills and actions related to leading cultural change at the local level
- business writing and report preparation
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- research and analysis techniques
- experience in securing local, state and federal dollars for local program initiatives
- the history of racism and discrimination
- project management
- grants management

Ability to:

- communicate effectively; both orally and in writing, with diverse populations

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### KNOWLEDGE AND ABILITIES (Continued)

- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- read, interpret and apply work-related laws, rules and regulations
- exercise consensus building, conflict-resolution skills, tact and diplomacy; facilitate difficult dynamics
- analyze and resolve work-related problems
- think and plan work strategically
- work effectively in a political environment with diverse stakeholders
- establish and maintain effective working relationships with other County employees, representatives of other agencies and with the general public, especially individuals and groups representing historically underrepresented groups
- manage projects effectively

### SUPERVISION

The Community Inclusion Manager works in the Executive Office and is supervised by the County Deputy Executive.

### WORKING CONDITIONS

The work is performed in the usual office environment and outreach and travel to a broad variety of community meeting places, government agencies, and other community locations. This position may work nontraditional work hours on weekends and in the evenings.

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: January 2007

Revised: June 2012, July 2012

EEO Category: 1 - Officials and Administrators

Pay Grade: 109 - Management and Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous