

**SNOHOMISH COUNTY JOB DESCRIPTIONS
CONSTITUENT SERVICES, LEGISLATIVE ANALYST**

Spec No. 2200

BASIC FUNCTION

The primary purpose of this classification is to serve as the county council and executive's liaison between the citizens of Snohomish County and the county government. The position acts as a facilitator on behalf of the citizens. This position acts as a citizen resource and problem-solver while working under the guidelines of the Snohomish County charter. Responsibilities include working with Council Committees and the Executive in the development of legislation aimed at improving the efficiency of services to the public.

STATEMENT OF ESSENTIAL JOB DUTIES

1. As assigned, acts on behalf of the county council and executive on high profile and emerging matters of interest to the citizens of Snohomish County.
2. Responds to citizen initiated inquiries regarding county services.
3. Assists citizens and county government in the resolution of complaints, misunderstandings, confusing regulations and processes.
4. Increases citizen understanding of county processes and assists in cutting through bureaucracy and red tape to achieve a fair resolution of citizen issues.
5. Represents the county at public hearings, meetings, and community events to communicate the policies and goals of the county.
6. Designs and maintains a tracking system to measure citizen interests, complaints, and tracks resolution of issues; prepares quarterly reports for Council Chair.
7. Participates and assists in the development of citizen outreach initiatives of the legislative branch of county government.
8. Identifies, reviews, researches and analyzes policy, financial and budget issues, options, impacts and relative risks related to proposed actions; receives assignments from the Executive, Council members or the Council Administrator; works individually and collectively with other council staff, inter-departmental teams, and inter-jurisdictional teams; provides staff support to council standing and ad hoc committees as assigned by the administrator.
9. Presents work products and recommendations to council members, council committees and other county agencies and teams through oral summaries, written reports and computer generated displays.
10. Directs citizen inquiries regarding the services of other governments and entities to the proper agency; follows-up on citizen issues to ensure they have been answered or resolved.

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STATEMENT OF OTHER DUTIES

11. Represents council on inter-intra governmental boards, committees, and task forces as assigned by the administrator.
12. Assists council committees or the executive in the analysis and drafting of legislation as required.
13. Collects and compiles data, prepares reports utilizing word processing equipment and/or spreadsheet software.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree in public administration, political science, business, or communications or a related field; AND, five (5) years experience with a public agency working with elected officials, citizens and governments; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of:

- the role and services of county government;
- the legislative process;
- personal computers, software and applications.

Ability to:

- investigate, solve problems, and assist citizens in a collaborative manner;
- communicate effectively both orally and in writing;
- operate personal computers, software and applications;
- handle multiple tasks;
- make presentations to the public elected officials, and senior staff;
- plan and organize major projects and programs with high visibility and impact;
- analyze proposed legislation for its impact on citizens.

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SUPERVISION

The employee is managed directly by the Council Administrator and receives general direction from the Executive, Chair, and Members of the Council. The work is characterized by broad latitude to exercise independent judgment and initiative on the employee's part. The work is evaluated through results obtained, reports issued, and the employee is accountable for the attainment of goals and objectives.

WORKING CONDITIONS

The work is performed in the usual office environment. The employee will be required to work evenings and week-ends 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:

August 2002

EEO Category: 2 – Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous