

SNOHOMISH COUNTY JOB DESCRIPTION
PRINCIPAL ECONOMIC DEVELOPMENT OFFICER

Spec No. 2271

BASIC FUNCTION

To act as the primary account administrator for development project customers with proposals likely to provide economic stimulus or significant job creation. Manage and participate in the process for review and approval of plans for major projects in industrial, commercial, governmental or commercial development sectors. This is not a supervisory position however the employee has the authority to convene teams of plans examiners, engineers and inspectors to make commitments of time and resources to customers on behalf of the department and work groups.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists customers with proposals likely to result in economic stimulus or significant job creation in the site selection and land use entitlement process; prepares management's negotiating strategy for important projects.
2. Manages the permit process by coordinating and leading project teams in review and approval of all aspects of plans for compliance with applicable federal, state, and county laws, ordinances and regulations.
3. Coordinates with economic development agencies such as Snohomish County Economic Development Council to achieve outcomes resulting in job creation and economic stimulus; acts as liaison between private sector development entities and the county.
4. Ensures development projects meet minimum standards necessary to safeguard life, health, property, and public welfare.
5. Meets with applicants to approve plans which require interpretation on the application of building and land use codes; assists in problem resolution during construction cycle.
6. Approves and signs off plans in areas of expertise; convenes a team from resource pool staff to review plans where requirements in specialized areas exceed scope of knowledge.
7. Advises customers on revisions necessary for plans to receive final approval.
8. Determines applicable requirements for approval of project and issuance of permits; verifies that other county departments have completed reviews as required.
9. Act as technical advisor on codes and policy changes to department and management.

SNOHOMISH COUNTY JOB DESCRIPTION
PRINCIPAL ECONOMIC DEVELOPMENT OFFICER

Spec No. 2271

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Uses judgment in adapting and applying codes and regulations to specific situations involving conflicting code provisions.
11. Works with technical resource pool staff to assign work, and with other departments staff to provide advice and technical expertise and permit applicants, building and property owners, architects, engineers, contractors, developers and inspectors to provide information and give direction regarding code requirements.
12. Manages project requirements and requests throughout entire project lifecycle; conducts project team meetings, consolidates project status information from team members and briefs management on issues as necessary.
13. Understands and communicates project risks to management and stakeholders; accurately maintains and manages projects to the applicable review and project timelines.
14. Resolves conflicts by using sound negotiation skills.

STATEMENT OF OTHER JOB DUTIES

15. May be required to perform all the duties of subordinate level classifications.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in architecture, construction technology, resource management, planning or related field; AND, five (5) years experience in project management or similar area. OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Work-related experience may be substituted for the required education or training on a year for year basis. Must pass all job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management tools and techniques including project plans and status reporting;
- development industry practices, trends, and standards.

SNOHOMISH COUNTY JOB DESCRIPTION
PRINCIPAL ECONOMIC DEVELOPMENT OFFICER

Spec No. 2271

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- express complex technical concepts effectively, both verbally and in writing;
- demonstrate advanced written communication skills;
- work well with people with varying degrees of technical experience;
- independently analyze and solve problems and assist others in problem-solving;
- communicate effectively both verbally and in writing;
- read, understand, and apply technical manuals and procedures;
- utilize analytical skills and sound judgment to evaluate problems and opportunities in an organized, logical manner;
- coach others to anticipate outcome of various options resulting in timely decisions;
- maintain excellent time management;
- exhibit a high individual work ethic;
- demonstrate strong leadership skills and decisiveness, and impart confidence in others;
- provide solid work products above and beyond the request;
- develop and maintain effective partnerships with other departments, agencies, superiors, and associates;
- develop, manage, and maintain project documentation, records and reports;
- work under pressure and meet project timelines;
- set high standards for performance, meeting and striving to exceed objectives;
- proactively remove barriers to the team's performance.

SUPERVISION

Employees receive supervision from a manager or others as assigned. The work is performed with considerable independence and is reviewed through periodic meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment, in the field, and on construction job sites.

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 2005
EEO Category: 2 – Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous