

SNOHOMISH COUNTY JOB DESCRIPTION

SR ECONOMIC DEVELOPMENT OFFICER

Spec No. 1116

BASIC FUNCTION

The primary duties of this class are in support of the county's trade, economic development and redevelopment policy, plans, programs, and services of Snohomish County. Responsibilities include advising, assisting, and acting on behalf of the Planning and Development Services Director (PDS), PDS Division Manager, or the County Executive Office in economic development issues and coordinating international business and trade activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes, recommends and implements solutions to complex, high-impact legislative, management and legal policy issues on behalf of the economic development program and international business and trade activities of the county.
2. Serves as liaison between Snohomish County, county departments, other jurisdictions, private/public, regional, national or international organizations and governments.
3. Prepares and delivers presentations to the County Council, local governments, Economic Development Council, Economic Development District, and other agencies regarding economic development issues.
4. Analyzes, researches, and resolves inquires, complaints, or suggestions pertaining to economic development, international business, and trade activities.
5. Staffs the Snohomish County Government Economic Development Cabinet.
6. Staffs other committees or work groups as required, such as, the Pilchuck Development Public Corporation.
7. Assists the Division Manager in the preparation of the annual budget, work program, and quarterly reports.
8. Represents the Planning and Development Services Department or the County Executive Office, as requested.

STATEMENT OF OTHER JOB DUTIES

9. Serves on a variety of teams, committees and task forces as needed.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree plus five (5) years of experience in economic development, international business and trade activities, intergovernmental operations or a closely related

SNOHOMISH COUNTY JOB DESCRIPTION

SR ECONOMIC DEVELOPMENT OFFICER

Spec No. 1116

MINIMUM QUALIFICATIONS (Continued)

field; OR, A Master's degree and three (3) years of experience in economic development, international business and trade activities, intergovernmental operations or a closely related field; OR, an equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of economic development
- principles and practices of political process, intergovernmental affairs and public administration
- principles and practices of international relations and protocol
- laws, rules, and regulations and guidelines affecting the county and other governments
- issues and trends related to politics, community development, economic development, and public administration
- cultural awareness and diversity issues

Ability to:

- communicate effectively, both orally and in writing
- use computer software packages related to word processing and data analysis
- be sensitive to political and environment issues
- be sensitive to and have a knowledge of international relations and protocols
- maintain good customer service
- use tact and diplomacy
- provide leadership and direction to groups and teams
- maintain effective interpersonal relationships with a diverse group of individuals
- use team work
- use judgment and logical processing
- use persuasion
- give presentations
- use active listening
- use conflict resolution
- maintain confidentiality
- maintain integrity

SNOHOMISH COUNTY JOB DESCRIPTION

SR ECONOMIC DEVELOPMENT OFFICER

Spec No. 1116

SUPERVISION

The employee receives limited supervision from the Manager of the Office of Housing and Community Development.

WORKING CONDITIONS

Positions in this class typically require daily focus on a computer screen for 2+ hours at a time.

Periodic attendance at evening/weekend meetings or events and driving to locations throughout the county.

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: September 2000
EEO Category: 2 - Professionals
Pay Grade: 111 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous