SNOHOMISH COUNTY JOB DESCRIPTION

EXECUTIVE ANALYST

Spec No. 2071

BASIC FUNCTION

To review and track items submitted by county departments to the Executive's Office which require Executive and/or Council approval.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews items submitted by county departments to determine if the required information and request for action is included in the cover memo; returns incomplete items to the initiating department; monitors the flow of action items through the Executive Office; brings delayed items to the attention of the appropriate staff member; provides information to departmental and Council representatives concerning the status of submitted items; recommends procedural changes which will expedite the review of action items.

2. Researches and analyzes well defined issues and problems confronting the county, as directed; utilizes established data gathering procedures and compiles information from questionnaires, records, regulatory materials and other sources; analyzes and evaluates relevant information, develops findings, conclusions and recommendations as appropriate and prepares routine correspondence, memoranda, reports and other written materials as necessary; may assist other staff members in making presentations to the Executive and to the Council.

3. Monitors the scheduling of all county related public hearings; secures copies of notices; informs affected parties of hearings; contacts departments to secure the names of the contact person who will attend the hearing or can provide information to interested parties; informs appropriate county personnel of hearing results.

4. Develops and recommends Executive Office and/or departmental procedures such as how to transmit items requiring Executive or Council action or how to meet the requirements of a new or revised state law.

5. Maintains background reference files on actions taken by the Executive and/or County Council; provides information to interested parties as requested.

6. Answers and/or refers phone or mail inquiries from private citizens, county employees and other jurisdictions concerning any subject related to county government; receives complaints; refers complaints to appropriate Executive staff member or county employee for action; may notify complainant of action taken by phone or letter.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.
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EXECUTIVE ANALYST

Spec No. 2071

MINIMUM QUALIFICATIONS

Bachelors degree in public or business administration, political science, one of the social sciences, or a closely related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Prefer one (1) year experience in government administration or management. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public administration
- the organization, structure and function of county government
- the role of the executive branch of government
- research methods and techniques

Ability to:

- gather, analyze, synthesize and evaluate a variety of data including statistical data
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- prepare clear and concise written reports
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- relate to and communicate effectively both orally and in writing with people of all ages and from a variety of cultural, economic and social backgrounds
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- work under pressure and meet deadlines
- analyze and solve work related problems

SUPERVISION

The employees receive general supervision from the Executive Administrator. Specific instructions are given for new or unusual assignments. Employee exercises his/her own initiative in performing recurring assignments or in seeking answers to inquiries or complaints.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The employee may be required to work evenings, weekends and holidays as necessary.
EEO policy and ADA notice

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

Class Established: April 1988
Previous Spec No. 380389
EEO Category: 2 - Professionals
Pay Grade: 109 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous