

SNOHOMISH COUNTY JOB DESCRIPTION

DEPUTY DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

Spec No. 1131

BASIC FUNCTION

Assists the Director in planning, organizing, coordinating and managing day-to-day operations for the Department of Planning and Development Services (PDS).

Serves as the Snohomish County Fire Marshal, a limited authority Washington peace officer as defined in RCW 10.93.020, as established by Snohomish County Ordinance 30.53A.132 and 30.53A.134.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in aligning objectives, goals, priorities, and deadlines for departmental management and review processes consistent with planning, budget and reporting processes; assists the Director by answering questions, making decisions and representing Director in his/her absence; supervises and directs the work of supervisors and managers; evaluates the work of employees.
2. Selects, hires, terminates and disciplines subordinate employees as may be delegated by the Director; administers personnel rules and union contract within the department; represents department in union negotiations and interface; negotiates and administers contracts relating to department functions and operations.
3. Develops and oversees the implementation of the department business plans, and Executive and departmental work programs designed to translate broad policy strategies into specific objectives and action plans; assists the Director in developing and conveying organizational vision and mission in alignment with Executive priorities; develops and implements monitoring approaches to determine department achievements, successes, and redirection.
4. Under the policy direction of the Director, oversees the preparation of the annual department budget request in accord with Executive priorities and in collaboration with department management, staff, other City and County public sector organizations and agencies that provides regulating and planning services within Snohomish County; provides support in defending the budget through the Executive and Council review process; responsible to the Director for implementing and monitoring the adopted budget to ensure the department does not exceed authorized spending limits.
5. Assumes all the duties of Fire Marshal, including fire plan review, fire inspections, fire investigations, and fire prevention.
6. Serves as the point of contact for a variety of legislative and policy issues that require maintaining effective, collaborative working relationships with elected officials, labor representatives and members of other county, state and federal agencies; advises the Director on policy and legislative issues that impact Executive positions/priorities related to PDS; implements strategic initiatives.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, citizen groups and the general public; represents the department at public meetings or hearings; makes presentations before council and coordinates with the council on behalf of the director.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Master's degree in planning, business or public administration, economics, finance or other related field; AND, six (6) years of progressive experience in planning and development services operations and administration or public administration experience; AND, a minimum of three (3) years of management level experience in these areas; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

To perform the Fire Marshal duties, the candidate must satisfy the training and other requirements prescribed or approved by the Washington Criminal Justice Training Commission per Snohomish County Ordinance 30.53A.134.

A valid Washington driver's license is required for employment.

Candidate will be subject to complete background investigation, including fingerprinting, a complete criminal records check, a polygraph examination and a psychological evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of planning and development services management and operations
- laws, rules and regulations governing comprehensive planning, development and environmental regulation
- budget development and administration
- program development and administration
- principles and practices of public administration
- principles and practices of continuous improvement

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KNOWLEDGE AND ABILITIES (Continued)

- computer technology
- interpersonal relations and customer relations
- public, community and media relations
- fire safety codes and fire investigation techniques
- criminal justice regulations as related to arson

Ability to:

- communicate effectively verbally, in writing, and graphic communication, presentation and group facilitation
- formulate effective recommendations and solutions
- conduct independent analysis, make prudent decisions and policy development
- mediate, negotiate, and use conflict resolution
- handle multiple assignments and projects to meet deadlines
- provide leadership and direction
- be sensitive to political issues and the political environment
- promote continuous improvement practices
- supervise staff
- prepare budget and financial planning
- operate computer and software programs

SUPERVISION

Employee reports to the Director of Planning and Development Services.

WORKING CONDITIONS

Positions in this class typically require weekly attendance at evening/weekend meetings, activities or investigations. Weekly dealings with distraught or difficult individuals and occasional operation of a motor vehicle on public roads.

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 2004 as Planning & Development Services, Deputy Director
Revised and Re-titled: January 2005 as Deputy Director for Business & Organizational
Development

Revised and Re-titled: May 2006

Revised: March 2017 (Added Fire Marshal duties, Spec No. 4030)

EEO Category: 1 – Officials and Administrators

Pay Grade: 114 – Management Exempt Pay Plan

Workers Comp: 1501 Hazardous