

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**FACILITIES MANAGEMENT, DEPUTY DIRECTOR**

Spec No. 1121

**BASIC FUNCTION**

Contributes to the implementation of operational plans as defined by the Director. Develops function-specific operational plans. Jointly accountable for Engineering and Facilities staff performance, resource allocation, customer service, quality, and expense management to optimize planned business results. Manages, motivates and serves as a resource to employees and managers who manage and maintain the County's facilities in a cost-effective manner to ensure safety and environmental quality.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and directs county facilities management and related functions; directs staff, programs and operations related to the construction, management, and maintenance of owned and leased facilities.
2. Directs, supervises and evaluates the work of employees; selects, hires, trains, coaches, motivates, develops, disciplines and terminates employees as necessary.
3. Prepares, submits and defends annual department budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administer department budget and ensure compliance with the county budget.
4. Evaluates departmental operations and initiate changes as necessary; prepares or supervises the preparation of operational policies and procedures; directs and evaluates short term and long term facility plans.
5. Coordinates department operations with other county departments, outside agencies, and advisory boards; confers with and advises county elected officials and managers on various issues and problems concerning facilities and the department.
6. Prepares and/or supervises the preparation of the county's facilities and related policies, rules, and regulations for the County Executive and adoption by the County Council as appropriate.
7. Ensures adherence to ethical standards in the county's facilities operations and related activities.
8. Develops and administers emergency response plans and business continuity plans.
9. Develops and administers methods of procedures, standard operating plans and emergency operating plans for critical environments and all other County owned properties.
10. Coordinates American with Disabilities Act (ADA) facilities analysis and improvements.

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STATEMENT OF OTHER JOB DUTIES

11. Serves on a variety of teams, committees and task forces as needed.
12. Responsible for all other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Business Administration, Facilities Management, or a closely-related field; AND, five (5) years of increasingly responsible work experience in facilities management; OR, any equivalent combination of training and experience that provides for the required knowledge, and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

A job offer will be conditioned on satisfactory results of a criminal background investigation and post offer physical exam or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of facilities management
- laws, rules, regulations and guidelines governing facilities management
- practices and methods of facilities management
- issues and trends related to facilities management
- budget development and administration
- planning and program development
- principles and practices of public administration
- principles and practices of effective supervision
- principles and practices of multi-party negotiation
- community and press relations
- interpersonal relations and customer relations
- critical environment work practices

Ability to:

- communicate effectively orally and in writing
- make presentations and conduct group facilitation
- formulate effective recommendations and solutions
- independently analyze and make prudent decisions, and policy development
- mediate, negotiate and provide for conflict resolutions

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KNOWLEDGE AND ABILITIES (Continued)

- relate to the public and media
- handle multiple assignments and projects to meet deadlines
- providing leadership and direction
- sensitivity to political issues and political environment
- all aspects of staff supervision
- budgeting and resource planning

SUPERVISION

The employee reports to the Director of Facilities Management. The employee assumes the duties of the Director in his/her absence or as directed. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment and requires occasional attendance at evening/weekend meetings or activities.

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 2001  
Revised: April 2007  
EEO Category: 1 - Officials and Administrators  
Pay Grade: 113 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous