

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY PLANNING AND CONSTRUCTION ADMINISTRATOR

Spec No. 1045

BASIC FUNCTION

To provide administrative, financial support, contract administration and capital construction project services for the General Services Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and supervises and evaluates the work of subordinate clerical and professional staff; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Provides supervisory oversight for various central campus activities such as cafeteria/snack bar operations, lobby/public area usage, meeting/conference room scheduling and usage, public art displays, and central courtyard entertainment/public functions.
3. Coordinates and accounts for the allocation and use of county office space/storage areas; prepares annually for the Department of Budget and Finance the annual space allocation table.
4. Coordinates employee information programs with Personnel Safety officer covering asbestos abatement activities, air quality issues, facilities planning/operational problems and general fire/emergency/safety issues.
5. Provides for liaison with other county departments, advisory boards and outside agencies as required.
6. Under the direction of the department director, provides general direction for capital construction projects or programs assigned to the department by the County Executive and/or County Council.
7. May negotiate and/or review county contracts and agreements with other governmental agencies; recommends and implements policies and procedures governing relationships with other state and federal jurisdictions and agencies and the County Council as assigned.
8. Coordinates the preparation of the division's annual budget; coordinates the preparation of program plans, goals and objectives and funding requests; administers the appropriated budget and oversees expenditures.
9. Reviews proposals and complaints directed to the division as required; refers proposals and complaints to department management as appropriate; personally acts on matters falling within agreed upon guidelines.

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY PLANNING AND CONSTRUCTION ADMINISTRATOR

Spec No. 1045

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Reviews incoming correspondence, memoranda, reports and related materials; summarizes issues and makes recommendations as appropriate.
11. Prepares directives, policies and procedures; gathers information and prepares reports.
12. Prepares resolutions, ordinances and press releases; assists in the review, updating and codification of new or existing departmental ordinances.

STATEMENT OF OTHER JOB DUTIES

13. May represent the department at public hearings and before various community groups, the County Executive and the County Council; communicates the director's policies, goals, programs and objectives as appropriate.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, political science or a closely related field; AND, four (4) years of experience in public administration, contract administration, capital construction or a related field; OR, equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. 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 personnel administration
- the practices, methods and procedures of government accounting, budgeting and financial management
- the principles and practices of program planning, organization and administration
- project management techniques and methods including project planning and cost containment procedures
- contract law and the contract administration requirements for governmental jurisdictions
- basic personal computer processing and terminology

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY PLANNING AND CONSTRUCTION ADMINISTRATOR

Spec No. 1045

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- establish and maintain effective work relationships with outside consultants, technical professionals, general contractors and subcontractors
- read, interpret and evaluate complex written materials including a variety of laws, rules, regulations, reference materials, technical reports and legal documents
- plan and organize work independently without immediate supervision
- communicate effectively both orally and in writing
- organize facts and present findings, conclusions and recommendations in a clear concise and logical manner
- prepare a variety of correspondence, reports and other written materials
- interpret and apply administrative directives
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- investigate and resolve complaints in an effective and courteous manner
- utilize computer technology to perform assigned duties
- work under pressure and meet deadlines

PHYSICAL REQUIREMENT

Expressing or exchanging ideas by means of the spoken word. Ability to receive detailed information through oral communication. Manual dexterity is required to operate equipment used in the position.

SUPERVISION

The employee reports to and receives general direction from the General Services Director or designee. The work is characterized by a broad latitude for the exercise of independent judgment and initiative on the employee's part. The work is reviewed through conferences, periodic reports and results obtained. The employee supervises the professional staff of the unit.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County'. The employee may be required to visit construction sites under various weather conditions. Work may involve climbing ladders and working at heights as well as within excavations. Employees may be exposed to moderately hazardous

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY PLANNING AND CONSTRUCTION ADMINISTRATOR

Spec No. 1045

WORKING CONDITIONS (Continued)

conditions. The employee may be required to work evenings, weekends and holidays as necessary. Some out-of-county travel may be required.

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 1991 as Facility Planning and Development Manager

Previous Spec No. 212170, 213070

Revised and Retitled: October 1993 as Facility Design and Construction Administrator, May 1995

Revised: February 1992

EEO Category: 1 - Officials and Administrators

Pay Grade: 110 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous