

SNOHOMISH COUNTY JOB DESCRIPTION
LEGISLATIVE ANALYST – TRANSPORTATION SENIOR

Spec No. 2325

BASIC FUNCTION

To provide technical expertise and project management for the council on issues related to transportation projects and plans.

STATEMENT OF ESSENTIAL FUNCTIONS

1. Develop, research and analyze council initiatives related to transportation funding, planning and construction activities; prepare legislation for council consideration.
2. Work with the legislative analysts to review policy and legislative recommendations from the executive related to transportation plans and projects; analyze the legal, fiscal and policy impacts and make written and verbal presentations to the council.
3. Represent the council and serve as a liaison to other governmental entities in the coordination of major planning programs with other agencies and jurisdictions. Make presentations on policy recommendations and plan proposals to policy makers at all governmental levels and the general public;
4. Conduct special studies; projects and forecasts; collect and analyze data; develop work plans and schedules; formulate and recommend options and solutions.
5. Serve as the council's representative on various technical advisory committees, commissions and interest groups. Coordinate the formation of various groups as necessary.
6. Assist councilmembers and legislative aides in responding to questions and resolving transportation related issues for members of the public.
7. Participate with the legislative analysts in the analyses and review of executive budget proposals, particularly those related to the Public Works budgets. Serve as the lead analyst for review of the Annual Construction Plan and six-year Transportation Improvement Program.

MINIMUM QUALIFICATIONS

A Masters degree in engineering, urban planning, environmental studies, geography or related field; AND, three (3) years of experience in transportation work related to the specific requirements of the position. Work related experience may be substituted for the required education or training on a year for year basis. Progression from Legislative Analyst – Transportation to this classification is at the sole discretion of the County Council. Must pass job related tests.

SPECIAL REQUIREMENTS

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

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KNOWLEDGE AND ABILITIES

Knowledge of:

- research and data collection techniques;
- mapping and charting techniques;
- pertinent federal, state and local laws, rules and regulations;
- comprehensive knowledge of public works project management;
- methods and techniques of community involvement;
- geographical and political aspects of work related areas;
- computer word processing, spreadsheet and database applications.

Ability to:

- gather, evaluate and document technical data;
- independently prepare comprehensive plans and studies;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- communicate effectively both orally and in writing; make effective group presentations;
- establish and maintain effective work relationships with all levels of county staff, representatives of other agencies and the general public;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- present technical information clearly to the general public;
- provide graphics necessary for assigned projects;
- effectively manage multiple projects;
- participate in the analysis of county budget and fiscal issues; analyze portions of annual budget and special budget requests as assigned; provide recommendations on funding and staffing levels and department organization.

SUPERVISION

The employees report to the Chief of Staff, but will also receive assignments directly from Councilmembers. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending meetings and making site visits. The employee is required to work evenings, weekends and holidays as necessary.

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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: May 2008
EEO Category: 2 – Professionals
Pay Grade: 113 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous