

SNOHOMISH COUNTY JOB DESCRIPTION

LICENSING AND RECORDING MANAGER

Spec No. 1061

BASIC FUNCTION

Plans, directs and manages the operations of the Licensing and Recording Divisions of the Auditor's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, implements and updates program goals and policies and procedures for the Licensing and Recording Divisions.
2. Reviews and evaluates work performance; develops performance measures and standards; coaches, counsels and disciplines staff as necessary.
3. Interprets state law and county code related to licensing and recording practices.
4. Reviews and updates county code as required; prepares proposed changes, conducts necessary research, and makes presentations to county council and at public hearings.
5. Analyzes licensing and recording data in strategic planning and program development.
6. Promotes the divisions through County website and other means and provides information to the media as necessary.
7. Conducts regularly scheduled staff meetings, prepares management reports, develops annual division budget requests, and manages budgets.
8. Advocates for and implements change to state legislation related to licensing and recording processes.
9. Monitors all revenue collection, deposits and cash handling procedures.
10. Grants certain business licenses, prepares and reviews Notice and Orders; represents the division before the hearing examiner and/or the courts when required.
11. Manages the selection, termination and performance of licensing subagents throughout Snohomish County in partnership with the Washington State Department of Licensing; serves as the contract administrator.
12. Represents Snohomish County on state and local licensing and recording committees, commissions and task forces.
13. Serves as subject matter expert on licensing and recording technology and hardware.
14. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration, management, business, or a related field; PLUS, four (4) years of management experience in a government or business office; OR, any equivalent combination of training or experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Two (2) years of experience in a licensing or legal document related field preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of management and personnel administration
- principles and practices of statistical analysis and data driven decision-making
- principles and practices of continuous improvement
- Microsoft Office Suite and database management
- budget and program planning concepts
- project management techniques
- state and local licensing and recording laws
- customer service techniques and principles

Ability to:

- interpret and apply laws, rules, and policies governing division operations
- initiate change and take effective action to correct deficiencies
- exercise sound judgment
- analyze data accurately
- solve challenges in an objective, efficient and professional manner
- maintain effective work relationships with staff, colleagues, government officials, the media, and the general public
- communicate effectively both verbally and in writing
- interact with others using courtesy, tact, compassion and diplomacy
- promote continuous improvement practices
- delegate tasks responsibly
- oversee licensing and recording technology contracts and maintenance agreements
- work effectively with licensing and recording related vendors
- prepare correspondence, reports and other written materials

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KNOWLEDGE AND ABILITIES (Continued)

- present relevant information to colleagues, stakeholders and the public
- prioritize and work on multiple projects concurrently

SUPERVISION

The employee exercises independent judgment and discretion in carrying out assignments and special projects. The employee receives general direction from the Auditor and/or Chief Deputy Auditor. The work is reviewed through meetings, periodic status reports, and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment. Travel may be required to attend conferences and meetings.

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: June 1977 under the title of License Manager

Revised: January 1990

Revised and Retitled: 2006 as Licensing, Animal Control & Code Enforcement Manager

Revised and Retitled: October 2007 as License and Animal Control Services Manager

Revised and Retitled: October 2017 as Licensing and Recording Manager

Previous Spec No. 210045

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous