

**SNOHOMISH COUNTY CLASS SPECIFICATION
OPERATIONS MANAGER**

Spec No. 1068

BASIC FUNCTION

To plan, coordinate, supervise and manage the operations of the Operations Section of the Community Development Division.

STATEMENT OF DUTIES

1. Plans, coordinates and manages the operations of the Operations Section; develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates section activities with other county sections, departments and divisions as required.
2. Directs, supervises and evaluates the work of subordinate supervisors and staff; reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; plans and schedules in-service training; recommends various personnel actions to the Community Development Director including selection, promotion, reassignment and discipline.
3. Reviews and analyzes program objectives, policies, procedures and work standards; develops and recommends new and/or improved objectives, policies, procedures, standards and coordinates their implementation with other division and department managers as necessary.
4. Manages the technical review of land development and building permit applications to ensure county regulations relating to zoning administration.
5. Manages the operations and permit coordination of land development and building permit applications relating to plat construction, traffic, drainage, grading, building, and site plan approvals.
6. Develops short and long range plans for the consideration and approval of the division director; prepares the section's annual budget; administers the approved budget and monitors expenditures and revenues.
7. Directs the preparation of reports and studies.
8. Supervises the selection of consultants and the negotiation and monitoring of consulting contracts.
9. Makes public presentations and responds to citizen and press inquiries; represents the county at public hearings or meetings with public officials, agencies, special interest groups and citizens as necessary; serves as liaison with the public and other departments on operations and technical issues.
10. Coordinates the proposal, development and implementation of new and modified county codes and associated regulations, procedures and technical standards.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Represents the Community Development Division Director as directed.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in business, architecture, planning, engineering or public administration; PLUS, five (5) years of supervisory experience in technical review, permit coordination, code enforcement, inspection or administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of the technical review of land development and the issuing of building permit applications;
- laws, rules and regulations governing technical review and permit processing;
- data processing practices and techniques as applied to permit processing;
- the principles and practices of program planning, organization and administration;
- the principles and procedures of personnel management; the principles and practices of effective supervision.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems;
- develop program plans, budgets and evaluate work accomplishments;
- read, interpret and apply laws, rules, regulations and legislation governing department operations;
- establish and maintain effective work relationships with state and county officials, department heads, associates, subordinates, officials of other agencies and with the general public;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- allocate and make effective use of available resources.

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SUPERVISION

The employee reports to the Community Development Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises engineers, professional level staff and clerical personnel.

WORKING CONDITIONS

The majority of work is performed in the usual office environment with occasional trips to locations in the surrounding community for the purpose of speaking before community groups.

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: November 1991
Previous Spec No.22116
EEO Category: 1 – Officials and Administrators
Pay Grade: 111 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous