

SNOHOMISH COUNTY JOB DESCRIPTION

PROJECT COORDINATOR

Spec No. 2356

BASIC FUNCTION

Plan, coordinate and manage select projects for the office and assumes lead responsibility of projects assigned. Provide complex and confidential administrative and support services to the management team. Serve as communications coordinator for all four divisions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes direct responsibility for select projects identified by management.
2. Oversees projects and assignments that may require multi-disciplinary or multi-divisional coordination.
3. Implements new programs, projects, and technologies for office divisions as directed.
4. Manages and promotes continuous improvement efforts for the office.
5. Reviews and analyzes program objectives, policies, procedures and standard work as directed by management and recommends improvements.
6. Tracks and analyzes division statistics for use in budgetary, personnel and resource decision making by management.
7. Manages the design, production, and distribution of written communications including reports, brochures, and customer outreach materials.
8. Develops and coordinates communication strategies to improve service delivery.
9. Creates, updates and publishes content for the office website and social media.
10. Provides back-up support for financial and administrative processes.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in communications, public relations, public administration, business administration, political science or related field; AND four (4) years of experience in work related to the specific requirements of the position; 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.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- project management
- policy and procedure development
- production of newsletters, brochures and pamphlets
- community outreach and public involvement techniques
- research methods and techniques
- internet and social media posting
- audio-visual presentation methods
- accounting and financial principles and practices
- continuous improvement tools and strategies

Ability to:

- communicate effectively orally and in writing
- evaluate and analyze programs, policies, procedures, and operations
- gather, analyze, and present data
- work and participate within a collaborative environment
- prepare clear and concise written materials
- maintain confidentiality of information
- work under pressure and meet deadlines
- establish and maintain effective work relationships
- plan and organize work, meet deadlines and manage several projects simultaneously
- exercise initiative and judgment; make decisions within the scope of assigned authority

SUPERVISION

The employee reports to and receives direction from the chief deputy and auditor; and works collaboratively with division managers. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Work is performed in the usual office environment. Occasional evening meetings and/or work on weekends 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: June 2013

Updated: September 2016, November 2018, January 2019

EEO Category: 2 – Professionals

Pay Grade: 108 - Management Exempt Pay Plan (SCC 3.68)

Workers Comp: 5306 Non-Hazardous