

SNOHOMISH COUNTY JOB DESCRIPTION

PROJECT SPECIALIST III

Spec No. 2126

BASIC FUNCTION

To coordinate and participate in the planning, development and implementation of county-wide solid waste programs. Employees in this classification are assigned less sensitive county-wide multiple large, ongoing projects which are made up of multiple discrete components. The incumbents of this classification do not generally supervise employees as do Project Specialist IV's.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, develops and implements solid waste projects; identifies information required, chooses data collection methods and collects data; develops program options; prepares analysis, proposals and cost estimates; solicits departmental and citizen involvement and input.
2. Assumes lead program role for multiple large projects as assigned; coordinates with and provides guidance to Project Specialists I's and II's and/or technical staff in the planning and implementation of projects as assigned; insures that completed work complies with applicable laws, regulations, ordinances and grant requirements.
3. Prepares bids, requests for proposals and contracts; monitors the performance of various contractors, consultants and interlocal agreements; approves work in progress and on completion; approves billings for services received; prepares status reports as required.
4. Prepares, submits and manages various grant proposals; drafts and monitors grant award contracts; coordinates and monitors work completed by grant funded subcontractors; administers nonaccounting aspects of minor grants.
5. Serves as staff representative on various technical advisory committees, commissions and interest groups; coordinates the formation of various groups as necessary; develops agendas and keeps the groups informed about problems, needs, pending changes and various topics of interest; moderates discussions, mediates disputes, and resolves conflicts among numerous diverse groups both in-house and outside; arranges for presentations by other staff and agencies; delegates tasks and work assignments; takes minutes; coordinates the development of group policies, documents and reports.
6. Responds to and resolves conflicts and questions from the general public, government and private officials, the media and interest groups; researches files and provides information over the phone and in writing.
7. Gives presentations to various groups in Snohomish County; attends meetings and participates in or leads discussions.
8. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; develops strategic approaches for presenting sensitive issues and information to a variety of audiences; acts as departmental representative; prepares or supervises the preparation of graphics, displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.

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STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in environmental sciences/studies, public administration, political science, economics, geography, urban planning, sociology or a related field; AND, two (2) years experience in work specific to the specific requirements of the position; OR, any combination of training and/or experience that provides the required knowledge and abilities. A Master's degree may be substituted for one (1) year of experience. 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 solid waste issues;
- research and data collection techniques;
- current literature, trends, regulations and developments in the solid waste and recycling field;
- the use of personal computers.

Ability to:

- gather, evaluate and document technical data;
- read, interpret and apply legal documents;
- independently prepare and implement comprehensive programs;
- independently organize tasks, delegate responsibility and coordinate a team effort under deadlines;
- synthesize research results and use these results as a basis for recommendations;
- communicate effectively both orally and in writing;
- make effective group presentations;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- negotiate contracts and oversee contractors;
- resolve conflicts.

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SUPERVISION

Employees in this class receive direction from a Waste Reduction Program Coordinator or administrative superior. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of attending community meetings and public hearings and making site visits. Employee will be occasionally exposed to manufacturing-type environment and businesses that produce small quantities of chemicals.

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 1991
Previous Spec No. 340302
EEO Category: 2 – Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous