

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC INVOLVEMENT ASSOCIATE

Spec No. 2216

BASIC FUNCTION

To provide logistical, clerical and other production-type support for county projects involving public meetings and other forms of citizen outreach and education.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists public involvement staff members or other project managers to implement public involvement actions such as public meetings, workshops, stakeholder committees, hearings, and other types of internal or external meetings and special events.
2. Assists in developing plans for public meetings and presentations; work with presenters to plan and rehearse presentations.
3. Arranges for meeting facilities; schedules and serves as on-site coordinator; ensures appropriate signage is available to assist participants in locating meeting rooms; ensures availability and set-up of audiovisual equipment, chairs, tables, and refreshments as needed.
4. Assists in producing basic meeting support materials including overhead presentation materials, PowerPoint graphics, easel displays and special exhibits; ensures that sign-in sheets, feedback forms, nametags, and other necessary materials are prepared, conveyed to the meeting, used, collected, and returned to county offices.
5. Assists citizens to participate as fully as possible in proceedings; serves as host and greeter; facilitates group process exercises as needed; records public comments on flip charts.
6. Assists with clerical and administrative support as needed to ensure that meeting announcements, ads, participant packets, and other information materials are distributed accurately and in a timely manner.
7. Produces follow-up flip-chart transcriptions, reports, and records as needed to memorialize meeting results.
8. Assists with other county staff as assigned to produce and distribute informational material to the public for a variety of programs and projects.
9. Prepares monthly report of activities and accomplishments.

STATEMENT OF OTHER DUTIES

10. Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

An Associate of Arts degree in a general liberal arts field; AND, two (2) years experience in customer service or similar field that involves communications with the public, producing presentation materials and coordinating special events; OR, any combination of education and 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:

- general office practices and procedures
- concepts and techniques of customer services and group processes
- graphic art techniques, methods, and materials

Ability to:

- operate a computer and produce basic literature and display materials
- maintain electronic mailing lists
- operate standard office equipment
- meet deadlines and cope with interruptions
- deal tactfully with superiors, peers, other government agency representatives and the general public
- follow oral and written instructions
- organize tasks and work in a team environment
- anticipate public concerns and interests and develop involvement efforts to meet citizen's and the county's needs

SUPERVISION

The employee reports to and receives direction from the Communications Group Supervisor. Work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

Usual office environment with frequent field trips to visit facilities and coordinate special event activities. Frequent night meetings and occasional work on weekends and holidays may be required.

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Must be able to lift light loads (stack chairs, set up tables, etc.) and perform light manual labor tasks.

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: July 2000

Revised: April 2006

EEO Category: 6 – Administrative Support

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous