

SNOHOMISH COUNTY JOB DESCRIPTION

ROAD MAINTENANCE ADMINISTRATION & PLANNING MANAGER

Spec No. 2406

BASIC FUNCTION

To assist the Director with planning, organizing and coordinating personnel, administrative, financial and management operations for the Road Maintenance Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and evaluates the work of administrative and planning staff responsible for functions pertaining to departmental accounting, timekeeping, purchasing, records management, planning, data collection, mapping, claims investigation, maintenance, project management, asset management, and Title VI compliance.
2. Recommends, develops and executes personnel actions and policies pertaining to training, change management, staffing, scheduling, succession planning, evaluations, promotions, recruitment, reassignments, investigations, discipline and terminations.
3. Develops short and long range plans, recommendations, policies, and procedures related to Road Maintenance operational, administrative, and planning functions for consideration and approval of the Road Maintenance Director and coordinates their implementation; assists in the planning of the annual budget.
4. Investigates and resolves personnel complaints and issues, consults with the Prosecuting Attorney's Office, Human Resources and outside counsel, recommends appropriate action to the Road Maintenance Director.
5. Manages the Division's Emergency Preparedness plan and is responsible for the Division's Continuity of Operations Plan, ensures full planning and administrative support during floods, inclement weather and other emergency situations.

STATEMENT OF OTHER JOB DUTIES

6. Maintains and prepares required reports.
7. May act for and represent the Road Maintenance Director, as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, engineering, human resource management, public administration, or related field; PLUS, four (4) years of road maintenance, human resource, engineering, and/or environmental regulations experience pertaining to road maintenance, which includes two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid State of Washington Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of personnel management
- principles and practices of program planning, budgeting, organization and administration
- organizational, structure and function of local and state government
- research methods and techniques
- principles and practices of supervision and management
- use of personal computers
- strategy planning techniques and principles

Ability to:

- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- work under pressure and meet deadlines
- analyze and bring issues to resolution in a timely manner and effective manner
- work and participate within a team environment
- listen and be flexible, tolerant and sensitive to the needs of others
- develop program plans and budgets and evaluate work accomplishments
- plan, coordinate, supervise and evaluate the work of subordinate employees
- promote customer service and good public relations
- read, interpret and apply laws, rules, regulations and legislation governing operations
- maintain complete and accurate written records and prepare required reports
- maintain interpersonal relations, negotiations and dispute resolutions
- mediate and resolve planning issues involving opposing interest groups
- direct and lead the work of professional and technical staff as requested
- analyze and resolve work related problems
- 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 laws, rules, regulations and legislation governing division operations
- prepare a variety of correspondence, reports and other written materials
- gather, analyze, synthesize and evaluate a variety of data
- carry out human resource management and labor relations
- communicate effectively both orally and in writing

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SUPERVISION

The employee receives administrative direction from the Road Maintenance Director and the work is performed with considerable independence. The work is reviewed through periodic status reports, staff meetings and observation of results obtained.

WORKING CONDITIONS

The work is performed in an office environment and outside in all types of inclement weather conditions at county road sites throughout the county. The employee is required to work evenings, weekends and holidays as necessary.

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 2018
EEO Category: 2 - Professionals
Pay Grade: 112 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous