

SNOHOMISH COUNTY JOB DESCRIPTION

SPECIAL PROJECTS MANAGER

Spec No. 1150

BASIC FUNCTION

Plans, organizes, coordinates and directs special projects within the department. Serves as a member of the department's core management team.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of staff and consultants of the department to accomplish major planning, design and construction programs and projects.
2. Prepares or supervises the preparation of the financial plans and annual budget request for special programs and projects, and is responsible for the performance within budgeted allocations.
3. Supervises and directs the work of consultant and staff teams; reviews and evaluates the team contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.
4. Develops work program; establishes staffing and scheduling requirements; monitors progress; reviews staff decisions in relation to applicable codes and department policies, goals, and objectives; plans and schedules in-service training.
5. Prepares, maintains, supervises the preparation and maintenance of reports and records of consultant and staff performance and production; initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
6. Promotes customer services and good public relations; coordinates special programs and projects with other division of the department, other county departments and outside agencies as required; may represent the department at public meetings and hearings or before the County Council, Hearing Examiner, or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the department Director.
7. Serves as liaison to various technical advisory committees and interest groups and various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
8. May directly represent the department in negotiations with municipalities and other units of government concerning services, transportation and land use issues; prepares inter-local agreements for communities desiring departmental assistance on planning and construction projects.

SNOHOMISH COUNTY JOB DESCRIPTION

SPECIAL PROJECTS MANAGER

Spec No. 1150

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Contributes to development and annual updating of the department's strategic plan; works with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; assists the director in the management and leadership of the department.
10. Manages the preparation of reports, plans, specifications, estimates, construction documents, permitting, legal documents and other material required for the planning, design, construction and property transactions for special projects.
11. Manages the preparation of bids, requests for proposals, contracts and inter-local agreements; negotiates scope of work, contract price, and contract changes; monitors the performance of various consultants and inter-local agreements; monitors budget expenditures; approves work in progress and on completion; approves billings for services received.
12. May represent the county in court cases dealing with land use or other matters.
13. May manage and level of work unit on a temporary basis.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, engineering, planning, administration or related field; AND, five (5) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in local government administration, engineering, planning, permitting, land use, and/or building is required for the specific requirements of the position. 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 urban planning, design and public administration
- relevant laws, rules, regulations and legislation governing various planning and construction projects and programs
- transportation planning principles and methods

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SPECIAL PROJECTS MANAGER

Spec No. 1150

KNOWLEDGE AND ABILITIES (Continued)

- principles and practices of program and systems planning, organization and budgeting
- principles and practices of effective supervision
- principles and practices of personnel management
- principles and practices of financial management
- principles and practices of technology application
- communication, marketing and public and media relations
- principles and practices of modern management, including team development and empowerment

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability
- lead people in complex work production
- inspire trust and confidence
- empower decision making, problem solving and growth through change
- plan, organize, coordinate and direct the operations and activities of division
- effectively supervise, manage and evaluate the work of employees
- prepare and administer program and project budgets, work plans and business plans
- work cooperatively and productively with other members of the management team to accomplish the goals and objectives of the department's strategic plan
- synthesize details of division and department operations and translate or condense those details into key measures of performance related to division and department targets
- analyze special programs and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public
- communicate effectively orally, graphically, and in writing
- relate to and communicate effectively both orally and in writing with people of all ages and from a variety of cultural, economic and social backgrounds
- prepare a variety of correspondence, reports and other written materials
- work as an integral and effective member of the department's management team
- work under pressure and delegate responsibility effectively

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SUPERVISION

The employee reports directly to the Director or Deputy Director of the department. The work is performed with a high degree of independent judgment. Performance is evaluated through conferences, periodic reports, and results obtained.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays.

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: January 2009

Revised: March 2018

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous