

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **TRADE AND ECONOMIC DEVELOPMENT DIRECTOR**

Spec No. 1135

### **BASIC FUNCTION**

To plan, organize, coordinate and direct the operations of the Economic Development Division.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and directs all operations of the division including the areas of business outreach, recruitment and retention; regulatory reform; technology and aerospace; tourism promotion; agriculture; international trade; arts and culture.
2. Acts as primary contact with government and private agencies on trade and economic development; represents county at economic development and trade meetings and conventions.
3. Supervises and evaluates the work of subordinate employees; advises, assists and trains subordinates as necessary; reviews and evaluates the team contribution and work performance; develops performance measures and standards; makes recommendations regarding the hiring, discipline, transfer and termination of employees.
4. Travels overseas and in the United States and accompanies elected officials on trade missions.
5. Creates trade policies and practices for Snohomish County.
6. Works with local economic development organizations to identify products and labor available in this county; works on developing both domestic and overseas markets.
7. Works with local port authority or similar agency on domestic and trade related issues.
8. Serves as coordinator of the county's economic development efforts across various disciplines including the efforts of the Planning Department, Public Works, and Airport, other jurisdictions, private/public, regional, national or international organizations and governments.
9. Prepares or supervises the preparation of the division's business, workforce and financial plans, annual budget request, and is responsible for the division's work performance within budget allocations.
10. Develops and oversees the county's economic development programs, plans and policies including the economic development element of the Comprehensive Plan, economic development plan, and the county executive's economic development action and strategic plans among others.
11. Advises on regulatory matters as they may impact businesses and industry groups and serves as the initial point of contact for new business activity and new development for the purposes of coordinating the regulatory and economic development interests.

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12. Assists in the development of the capital facilities plans, and infrastructure expenditures as they relate to supporting or improving job development, job creation and job retention for basic industry groups.
13. Analyzes, recommends and implements solutions to complex, high-impact legislative, management and legal policy issues on behalf of the economic development division and international business and trade activities.
14. Prepares and delivers presentations to the county executive, council, cities, special purpose districts, economic development council, economic development district, chambers of commerce and other private and public agencies regarding economic development issues.
15. Analyzes, researches, and resolves inquires, complaints, or suggestions pertaining to economic development, international business, and trade activities.
16. Staffs other committees or work groups as required.
17. Represents the County Executive Office, as requested.
18. Develops economic development, job and job training programs; creates partnerships with other agencies; seeks grants and other related funding for economic development initiatives; and monitors regulatory reform initiatives.
19. Prepares and implements economic development marketing and information reporting programs.

#### **STATEMENT OF OTHER JOB DUTIES**

20. Serves on a variety of teams, committees and task forces as needed.
21. Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree and eight (8) years of experience in economic development, international business and trade activities, intergovernmental operations or a closely related field including one (1) year of supervisory experience; OR, a Master's degree in a related field and five (5) years of experience in economic development, international business and trade activities, intergovernmental operations or a closely related field including one (1) year of supervisory experience; OR, an equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

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### SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required.

Required to possess or obtain US Passport with no restrictions and ability to travel worldwide.

Knowledge of and ability to speak foreign languages, is desired.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of economic and community development;
- principles and practices of political process, intergovernmental affairs and public administration;
- principles and practices of international relations and protocol;
- principles and practices of management and personnel administration;
- principles and practices of grant writing and grant management;
- laws, rules, and regulations and guidelines affecting the county and other governments;
- international trade laws;
- issues and trends related to politics, community development, economic development, and public administration;
- current computer software, social media and communication methods;
- technology for economic development;
- cultural awareness and diversity issues.

Ability to:

- communicate effectively, both orally and in writing;
- use computer software packages related to word processing, spreadsheets and data analysis;
- effectively supervise, train, manage and evaluate the work of employees;
- prepare and administer the division's budget, work plan and business plans;
- be sensitive to political and environment issues;
- be sensitive to and have a knowledge of international relations and protocols;
- maintain good customer service and use tact and diplomacy;
- provide leadership and direction to groups and teams;
- maintain effective interpersonal relationships with a diverse group of individuals;
- use team work and conflict resolution;
- use judgment and logical processing;
- use persuasion and active listening;
- give presentations;
- maintain confidentiality;
- maintain personal integrity.

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### SUPERVISION

Employee reports to the county executive or designee. The employee is responsible for all operations of the division. The work is performed with a high degree of independent judgment in conformance with the County Code. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the division.

### WORKING CONDITIONS

The work is performed in the usual office environment. Periodic attendance at breakfast, evening, weekend meetings or events and driving to locations throughout the county and the Puget Sound region is 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: January 2005 as Economic Development Program Manager  
Revised and Retitled: December 2012 as Economic Development Division Manager  
Revised and Retitled: December 2013  
EEO Category: 2 - Professionals  
Pay Grade: 113 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous