

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ADMINISTRATOR – OFFICE OF HEARINGS ADMINISTRATION**

Spec No. 5017

### **BASIC FUNCTION**

Supervises the Office of Hearings Administration, conducts quasi-judicial hearings and prepares written decisions on land use applications, appeals, code enforcement, business license and asset forfeiture cases.

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

1. Supervises and evaluates the work of employees as required; assigns cases, advises, assists and trains office staff as necessary; selects, hires, promotes, disciplines and terminates subordinate employees as necessary.
2. Serves as the county Hearing Examiner.
3. Develops procedural rules for the scheduling and conduct of hearings and related matters.
4. Prepares budgets, monitors expenses, signs vouchers and prepares requests for supplemental and emergency appropriations.
5. Reviews properties subject to future hearings to become familiar with the terrain, relationships to other properties and observe potential problems.
6. Receives and examines hearing related documents; reviews case files, county codes and policies, environmental review documents, plot plans and topographical maps.
7. Evaluates testimony and evidence; prepares records; enters final written findings and orders, imposes conditions to conform projects to county ordinances and land use policies.
8. Maintains knowledge of current state and county land use laws, policies and related state and federal court decisions.
9. Prepares reports and correspondence as required; certifies records to the court.
10. Reviews complaints and establishes the need for enforcement hearings.
11. Prepares and submits annual written reports to the County Council.
12. Meets with and reports to the County Council as requested.
13. Assigns staff to serve as official Clerks of the Board of Equalization and Boundary Review Board.
14. Designates a member of the office staff to serve as ex officio clerk of the Ethics Commission when required by Snohomish County Code.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

15. Performs related duties as required.

#### MINIMUM QUALIFICATIONS

A law degree or equivalent advanced degree combined with at least five (5) years experience as a Hearing Examiner; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- zoning procedures, subdivision regulations and land use codes and ordinances
- comprehensive planning theory, relevant related state and federal practices and implementing measures
- land use law and court decisions
- search, seizure and forfeiture of assets law

Ability to:

- plan, coordinate and supervise the work of subordinate employees
- conduct public hearings in an orderly and impartial manner
- follow complex oral and written arguments and identify issues
- communicate complex ideas effectively both orally and in writing
- maintain required records and prepare complete and complex reports
- interpret administrative guidelines and apply independent judgment in the execution of those directives
- make decisions involving complex issues within required deadlines
- establish and maintain effective work relationships with superiors, subordinates, peers, associates and the general public
- exercise courtesy, discretion and tact in the face of hostility and dispute

#### SUPERVISION

The Administrator is appointed by the County Council to terms of initially one year and two-years for reappointments and works independently and without supervision. The Hearing Examiner's decisions are final unless appealed to the County Council or the Superior Court.

#### WORKING CONDITIONS

The majority of the work is performed in an office environment with occasional field trips to locations throughout the county.

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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: May 1978  
Previous Spec No. 621673  
Revised: December 1990, February 2000  
Upgraded: November 2006, March 2007  
Revised and Re-Titled December 2013  
EEO Category: 2 - Professionals  
Pay Grade: 115 – Management Exempt  
Workers Comp: 5306 Non-Hazardous