

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CAMPUS REDEVELOPMENT INITIATIVE (CRI) PROJECT MANAGER**

Spec No. 1115

#### **BASIC FUNCTION**

As project manager for the proposed Campus Redevelopment Initiative (CRI), this position will coordinate and direct the overall initiative. Will gather and analyze data to assist in the planning, development, and implementation of sensitive countywide project.

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

1. Assumes lead role in overall project management for the planning, design and construction of the proposed CRI within schedule and budget.
2. Monitors and coordinates all general design work performed by all consultants.
3. Coordinates project requirements/objectives of other county departments/offices, functional groups, and related project task teams, as required and needed.
4. Plans, coordinates, and implements business planning across county departments.
5. Works directly with key managers within user departments and assists them in defining the needs and requirements of the project.
6. Identifies information required, chooses data collection methods and collects data; develops project options; prepares analysis and proposals; solicits departmental and citizen involvement and input.
7. Serves as staff representative on various technical advisory committees, commissions, and interest groups; coordinates the formation of various groups as necessary; develops agendas and keeps the groups informed about problems, needs or interests; arranges for presentations by other staff and agencies; delegates tasks and work assignments; coordinates the development of group policies, documents, and reports.
8. Responds to and resolves conflicts and questions from the general public, government and private officials, the media, and interest groups; researches files and provides information over the phone and in writing.
9. Gives presentations to the County Council and various groups in Snohomish County; attends meetings and participates in or leads discussions.
10. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; develops strategic approaches for presenting sensitive issues and information to a variety of audiences; acts as departmental representative; prepares or supervises the preparation of displays, brochures, leaflets, and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.

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### STATEMENT OF OTHER JOB DUTIES

11. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

A bachelor's degree in business administration, public administration, or related field; AND, ten (10) years experience in project management; OR, any equivalent combination of training and/or 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:

- project management concepts;
- local government procedures;
- federal, state, and local laws, rules and regulations related to area of assignment;
- local and regional vendors, contractors, and suppliers in related fields;
- budget preparation and administration;
- safety rules, regulations and procedures;

Ability to:

- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and the general public;
- maintain cost/quality/schedule assurance requirements;
- develop and establish work plans for projects of comparable size and scope, and to establish and maintain project schedules;
- manage multiple project components;
- present information before critical and hostile audiences in public forums.
- gather, evaluate, and document technical data;
- independently organize tasks, delegate responsibility, and coordinate a team effort under deadlines;
- communicate effectively both orally and in writing;
- make effective group presentations;
- establish and maintain effective work relations with all levels of County management and staff, representatives of other agencies, and the general public;

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#### KNOWLEDGE AND ABILITIES (Continued)

- communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds;

Ability to:

- work with elected officials

#### SUPERVISION

This exempt position reports to the Facilities Management Director or their assigned designee. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of attending community meetings, public hearings, and making site visits.

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: March 1995

Re-titled: 1999 as Regional Justice Center Project Manager Spec. No. 1060

Revised and Re-titled: July 2000

EEO Category: 2 - Professionals

Pay grade: 115 – Management Exempt Pay Plan

Workers Comp: