

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF OF STAFF - EXECUTIVE

Spec No. 2184

BASIC FUNCTION

The primary duties of this class are in support of the County's Executive Office. Responsibilities include day to day management of professional and administrative support level Executive Office staff, including handling personnel issues, as well as lead responsibility for Executive office administration, including budget, payroll, purchasing, contract administration, technology, planning, program development and coordination, issues analysis and special Executive projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Perform as requested any of the tasks and responsibilities associated with the duties of an Executive Management Analyst (01.20.01).
2. Supervise administrative support and professional Executive Office staff to achieve objectives and tasks assigned by the Executive Management Team, (Executive, Deputy Executive and Directors).
3. Research, analyze, recommend, develop and implement a wide variety of organizational or departmental actions and plans.
4. Manage various Executive department functions, including resolving personnel issues, preparing department budget, developing and tracking Executive Office annual work programs, quarterly reports, payroll, contracts, and other administrative and department operations.
5. Represent the Executive department on various committees, teams, task forces and as liaison with internal and external contacts.
6. Plan, conduct and coordinate special Executive initiatives and projects.
7. Recommend personnel actions such as hiring, discipline, termination and recommend professional development opportunities for staff as needed.
8. Approve or disapprove Executive department operating expenditures.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration or related field; AND, three (3) years of general management or analytical experience which includes supervisory experience; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State driver's license is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public administration
- principles and practices of accounting and human resources management and development
- a variety of software applications
- basic rules, regulations, codes, laws and terminology of government

Ability to:

- use effective oral, written and graphic communication and presentation skills
- perform effective public relations and problem resolution
- use independent analysis and decision making
- use effective supervision of staff and coordination with a diversity of others
- perform finance, budget and personnel administration
- use effective interpersonal and customer service skills
- handle multiple assignments and projects to meet deadlines

SUPERVISION

The employee receives general direction from the County Executive or Deputy Executive. The work is characterized by a broad latitude for the exercise of independent judgment and initiative on the employee's part. The employee supervises assigned professional staff of the Executive's Office. The work is evaluated through results obtained and the employee is held accountable for the attainment of goals and objectives.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required. The employee may be 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: December 1997 as Executive Office Administrator

Revised: October 2001, January 2016, July 2018

Retitled: September 2008

EEO Category: 1 – Officials and Administrators

Pay Grade: 114 – Mgmt. Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous