

SNOHOMISH COUNTY JOB DESCRIPTION

CONCURRENCY MANAGEMENT COORDINATOR

Spec No. 2230

BASIC FUNCTION

To coordinate and lead the evaluation, analysis, design, programming, testing, implementation, and support the Transportation Concurrency Management System of the Department of Public Works.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinate the implementation of the transportation concurrency management system in conjunction with traffic engineers, transportation planners, land development analysts, and other professionals within the Department of Public Works.
2. Coordinate technical functions within the department that support the transportation concurrency management system; plan, prioritize, advise, assist, assure adequacy and provide technical support related to the implementation of the transportation concurrency management system.
3. Lead a transportation concurrency management system technical committee to develop and update policy and procedures;
4. Manage and perform engineering and planning studies; manage the selection of and oversee consultants performing work in support of the transportation concurrency management system.
5. Provide technical support to land development analysts in the scoping and review of traffic studies required of development applicants; perform research and technical analysis on traffic operations in support of traffic studies and level of service determinations.
6. Monitor land development and level of service (LOS) trends in order to anticipate LOS and concurrency problems, as well as recommend early remedial actions; provide periodic status reports to management and department staff on level of service and concurrency issues; produce annual report on status of transportation concurrency management system.
7. Conduct research and analysis for transportation concurrency management system policy and procedural decisions; review and recommend adjustments to county code to facilitate implementation of the transportation concurrency management system in accordance with state and local law.
8. Develop training and communication tools for county staff, citizens and development community needed to implement concurrency management system.
9. Manage public information efforts and respond to public and agency inquiries regarding the transportation concurrency management system.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Develop and maintain expertise regarding concurrency management policies and issues; coordinate with other agencies on issues and projects related to concurrency management and congestion management.
11. Prepare information, presentations and recommendations to management, the Executive, and Council regarding concurrency management issues and problems.

STATEMENT OF OTHER DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering, transportation engineering, transportation system planning, or related field; AND four (4) years of progressively responsible experience in transportation engineering, traffic engineering, transportation planning or transportation-related analysis that relates land development and growth management to transportation systems performance; 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:

- the principles, concepts, techniques and practices of traffic engineering, including level of service calculation and transportation modeling and simulation
- the current literature, trends, and development in traffic engineering, transportation planning, and transportation engineering
- the laws and regulation related to growth management and transportation concurrency
- research methods and techniques
- general project management and work organization

Ability to:

- work independently with a minimum of supervision
- plan and manage complex projects
- independently analyze and creatively solve problems and assist others in problem solving

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KNOWLEDGE AND ABILITIES (Continued)

- critically analyze and evaluate operations to effectively resolve work related problems and correct deficiencies utilizing good judgment
- gather, evaluate, analyze, synthesize and propose solutions and applications
- identify particular needs, determine appropriate methods for resolution, and implement solutions
- exercise good judgment as to when to act independently and when to refer situations to higher authority
- assume responsibility for completing projects, organizing work load, and meeting deadlines
- communicate effectively, both verbally and in writing
- establish and maintain effective working relationships with elected officials, department heads, Executive and Council staff, department management, division heads, associates and the general public
- effectively function as a team member and project leader
- read, understand, and apply technical manuals and procedures
- operate personal computers and applied software packages
- organize facts and present findings, conclusions, and recommendations in a clear, concise, and logical manner

SUPERVISION

Employee reports to and receives supervision from a Section Supervisor. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems within the framework of established policies, budgetary limits and sound engineering and planning practices. Performance is evaluated and reviewed for fulfillment of program and project objectives and conformance with departmental policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to locations throughout the county for the purpose of data collection, quality control, site visits, attend meetings, and to coordinate work activities. Meetings or project requirements may involve working evenings, weekends, or 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: January 2002
Revised Title: March 2002
EEO Category: 3 - Technicians
Pay Grade: 244 - Classified Pay Plan

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Workers Comp: 5306 Non-Hazardous