

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COUNTY EXECUTIVE**

Spec No. 0005

### **BASIC FUNCTION**

Snohomish County Charter; Article 3, Section 3.20 - Powers and Duties of County Executive: As chief executive officer, the county executive shall have all the executive powers of the county which are not expressly vested in other elective officers by this charter. The county executive shall have power to:

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

1. Supervise all appointed executive departments established by this charter or created by the county council.
2. Execute and enforce all ordinances and state statutes within the county, subject to Section 3.120.
3. Present to the county council an annual statement; of the governmental affairs of the county and any other report which the county executive may deem necessary.
4. Prepare and present to the county council a proposed budget and a budget message setting forth proposals for the county during the next budget year.
5. Prepare and present to the county council comprehensive plans including capital improvement plans for the present and future development of the county.
6. Veto any ordinance adopted by the county council except as otherwise provided in this charter.
7. Assign duties to appointed executive departments which are not specifically assigned by this charter or by ordinance.
8. Sign or cause to be signed, on behalf of the county, all claims, deeds, contracts, and other instruments.
9. Nominate members of all county boards and commissions.
10. Employ legal counsel as allowed by the laws of the state of Washington.
11. The specific statement of particular executive powers shall not be construed as limiting the executive powers of the county executive.

### **MINIMUM QUALIFICATIONS** (Section 4.30 Qualifications - Limitations)

Each county official holding an elective office shall be, at the time of appointment or election and at all times while holding office, a citizen of the United States over the age of twenty-one and a three year resident and registered voter of Snohomish County at the time of filing for

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### MINIMUM QUALIFICATIONS (Continued)

office. No person shall be eligible to be elected to more than three consecutive full terms for any office. For the purpose of this section, different positions on the county council shall not be considered different offices.

### SPECIAL REQUIREMENTS (Section 3.30 Election - Terms of Office)

The county executive shall be nominated and elected by the voters of the county for a term of four years and until a successor is elected and qualified.

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: 1987

Previous Spec No. 10001

EEO Category: 1 – Officials and Administrators

Pay Grade: 006 – Elected Officials Pay Plan

Workers Comp: 5306 Non-Hazardous