

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER

Spec No. 1038

BASIC FUNCTION

Plans, organizes, coordinates and directs the activities of a division of a Department. Serves as a member of the Department's core management and strategic planning teams.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of a division in support of a department.
2. Prepares or supervises the preparation of the division's business, workforce and financial plans, division's annual budget request, and is responsible for the division's work performance within budgeted allocations.
3. Supervises and directs the work of supervisors and team leaders; reviews and evaluates the team contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.
4. Develops division work program; establishes staffing and scheduling requirements; monitors progress; reviews staff decisions in relation to applicable codes and department and division policies, goals, and objectives; plans and schedules in-service training.
5. Prepares, maintains, supervises the preparation and maintenance of reports and records of division's work performance and production; evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
6. Promotes customer service and good public relations; coordinates division operations and activities with other divisions of the department, other county departments, and outside agencies as required; may represent the department at public meetings and hearings or before the County Council, Hearing Examiner, or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the Department Director.
7. Develops processes and manuals for the division's operations, programs, projects and systems.
8. May perform the administrative duties of Chief Planning Officer, Fire Marshall and Building Official or the duties of other division manager positions as needed and directed.
9. Contributes to development and annual updating of the Department's strategic plan; works with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; assists the director in the management and leadership of the department.
10. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER

Spec No. 1038

WHEN ASSIGNED TO PLANNING AND COMMUNITY DEVELOPMENT DIVISION:

11. Manages the functions of growth management act implementation, long range planning, regional planning, housing and community development block grant and other grants programs, economic development, code development and planning commission among other policy development activities.
12. Coordinates programs with the division of land development.
13. Represents the department and division before county and state policy and regulatory agencies.
14. Works with stakeholders and special interest groups in policy and code development processes, and in economic development, community development, and affordable housing grants programs.

WHEN ASSIGNED TO LAND DEVELOPMENT DIVISION:

15. Manages the land development and building permit review and inspection functions.
16. Coordinates programs with the division of Planning and Community Development.
17. Represents the department and division before state and local regulatory agencies.
18. Works with stakeholders and special interest groups in policy and code development processes.

WHEN ASSIGNED TO ADMINISTRATIVE AND ORGANIZATIONAL DEVELOPMENT DIVISION:

19. Manages the functions of departmental finance, budgeting, human resources, training, and technology.
20. Coordinates programs with the other divisions of the department.
21. Represents the department with other county agencies including the departments of Finance, Human Resources, and Information Services.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, engineering, planning, administration or related field; AND, five (5) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in local government administration, engineering, planning, permitting, land use, and/or building is required for specific area of assignment. Additional degrees, certifications, recognition, awards and licenses

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER

Spec No. 1038

MINIMUM QUALIFICATIONS (Continued)

that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position are desirable. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern planning, permitting and public administration;
- relevant laws, rules, regulations and legislation governing various planning and development projects and programs;
- principles and practices of program and systems planning, organization and budgeting;
- principles and practices of effective supervision;
- principles and practices of personnel management;
- principles and practices of financial management;
- principles and practices of technology application;
- communication, marketing and public and media relations;
- principles and practices of modern management, including team development and empowerment.

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability;
- lead people in complex work production;
- inspire trust and confidence;
- empower decision making, problem solving and growth through change;
- plan, organize, coordinate and direct the operations and activities of division;
- effectively supervise, manage and evaluate the work of employees;
- prepare and administer the division's budget, work plan and business plans;
- work cooperatively and productively with other members of the management team to accomplish the goals and objectives of the Department's strategic plan;
- synthesize details of division and department operations and translate or condense those details into key measures of performance related to division and department targets;
- analyze division operations and take effective action to correct deficiencies and resolve problems;
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures;

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER

Spec No. 1038

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public;
- communicate effectively orally, graphically, and in writing;
- prepare a variety of correspondence, reports and other written materials;
- work as an integral and effective member of the Department's management team;
- work under pressure and delegate responsibility effectively.

SUPERVISION

The employee reports directly to the Director or Deputy Director and is responsible for all operations and activities of a division. The work is performed with a high degree of independent judgment. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the division. Performance is evaluated through conferences, periodic reports, and results obtained. The employee supervises engineers, professional level staff, administrative and clerical personnel.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays.

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: February 1995 as Division Manager – PDS

Revised and Retitled: June 2010

Revised: April 2002, November 2003

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous