

SNOHOMISH COUNTY JOB DESCRIPTION

ECONOMIC & CULTURAL DEVELOPMENT MANAGER

Spec No. 2295

BASIC FUNCTION

The primary duties of this class are in support of the county's economic development efforts with an emphasis on county-wide coordination and development of Cultural Resource Programs and Tourism Initiatives. This will be accomplished in conjunction with the Snohomish County Historical Preservation Commission, Snohomish County Arts Commission, Snohomish County Tourism Bureau, community not-for-profit organizations, private industry representatives, Parks and oversight of the county's inventory of arts and artifacts. Responsibilities include marketing, advising, assisting, and acting on behalf of Directors from Planning and Development Services, Facilities Management, Parks and Recreation departments and by representing the County Executive Office on cultural and economic development issues.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents Snohomish County in the negotiation of major cultural resource programs with other agencies and jurisdictions.
2. Serves as liaison between county departments, other jurisdictions, private/public, regional, national or international organizations and governments on issues of economic development and cultural enrichment.
3. Manages the Percent for Art program. Collaborates with architects and project managers to develop architecturally integrated art. Develops budgets, initiate call-for-artists and implement selection procedures. Prepare legal documents, create timelines, monitor fabrication and schedule installations. Coordinate marketing efforts: including press releases, media tours and photo shoots.
4. Manages conservation of the \$1 million dollar Snohomish County Public Art Collection. Supervises art restoration, cleaning, framing and transportation. Coordinates portable works rotations. Works with art appraisers, conservators, consultants, vendors and facility staff.
5. Develops annual work program for arts commission, historic preservation commission, and tourism. Establishes staffing and scheduling requirements and monitors progress.
6. Plans, organizes, coordinates and directs the activities of the cultural and tourism division within the Office of Economic Development. Prepares the annual budget and is responsible for work performance within budgeted allocations. Supervises and directs the work of assigned staff; reviews and evaluates staff contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Coordinates and participates in the development and administration of economic development and community assistance plans with an emphasis on assisting local organizations in the enrichment of their community.
8. Serves as lead staff for the Certified Local Government program. Manages the historic preservation program including maintenance of CLG Status and programs initiated by the Historic Preservation Commission. Serve as County lead on preservation planning and the development and implementation of County policy related to historic and archaeological resource protection.
9. Manages, evaluates and develops strategies to grow the Snohomish County tourism industry. Coordinates activities with key stakeholders including the Snohomish County Tourism Bureau and lodging community. Makes recommendations to enhance the tourism experience, its reputation and brand equity.
10. Identifies and applies for grants on behalf of the County to support local Arts organizations and to acquire pieces of art for the County and to fund music and/or theater in the Parks. Provides marketing and grant application advice to County businesses and not-for-profit organizations including family farms, individual artisans, museums, theaters, galleries, and other arts organizations with the purpose of bringing more tourism dollars into the County.

STATEMENT OF OTHER JOB DUTIES

11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree plus five (5) years of experience in economic development, organizing community cultural activities, intergovernmental operations or a closely related field; OR, an equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- public art and artifact management, including project development and administration
- issues and trends related to community development and economic development

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KNOWLEDGE AND ABILITIES (Continued)

- cultural resource management, including historic preservation, museum administration, tourism and archaeological preservation
- marketing, social media and content development
- methods and techniques of community involvement
- historical, and political aspects of work related areas
- National Register Criteria for Evaluation and the Secretary of the Interior's Standards for Rehabilitation, established by the U.S. Department of the Interior
- architectural design, museum practices, and cultural tourism
- preservation law and tax incentives for historic rehabilitation
- cultural awareness and diversity issues and the role of the County in promoting understanding of the value of diverse cultures
- board-staff organization and intergovernmental relationships

Ability to:

- mediate and resolve cultural resource issues involving opposing interest groups
- plan, organize, and supervise the work of professional, technical, clerical staff, interns and consultants
- analyze and resolve work related problems
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- plan, organize and supervise comprehensive cultural arts programs and special events
- establish and maintain effective working relationships with all levels of county management and staff; representatives and other agencies including those of Tribes; community organizations; private sector businesses, the general public and the media
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- prepare and express concepts and technical data in clear and accurate written, graphic, and verbal reports, studies and recommendations
- synthesize information from a cultural resources planning team as a basis for recommendations for actions relating to historic and archaeological preservation, public art, and cultural tourism

SUPERVISION

The employee receives limited supervision from the Trade and Economic Development Division Director.

WORKING CONDITIONS

Regular attendance at evening/weekend meetings or events and driving to locations throughout the county.

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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: April 2006 - Economic & Cultural Development Officer

Revised and Retitled: February 2014

EEO Category: 2 - Professionals

Pay Grade: 111 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous