

# SNOHOMISH COUNTY JOB DESCRIPTION

## EXECUTIVE ANALYST

Spec No. 2071

### BASIC FUNCTION

To review and track items submitted by county departments to the Executive's Office which require Executive and/or Council approval.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews items submitted by county departments to determine if the required information and request for action is included in the cover memo; returns incomplete items to the initiating department; monitors the flow of action items through the Executive Office; brings delayed items to the attention of the appropriate staff member; provides information to departmental and Council representatives concerning the status of submitted items; recommends procedural changes which will expedite the review of action items.
2. Researches and analyzes well defined issues and problems confronting the county, as directed; utilizes established data gathering procedures and compiles information from questionnaires, records, regulatory materials and other sources; analyzes and evaluates relevant information, develops findings, conclusions and recommendations as appropriate and prepares routine correspondence, memoranda, reports and other written materials as necessary; may assist other staff members in making presentations to the Executive and to the Council.
3. Monitors the scheduling of all county related public hearings; secures copies of notices; informs affected parties of hearings; contacts departments to secure the names of the contact person who will attend the hearing or can provide information to interested parties; informs appropriate county personnel of hearing results.
4. Develops and recommends Executive Office and/or departmental procedures such as how to transmit items requiring Executive or Council action or how to meet the requirements of a new or revised state law.
5. Maintains background reference files on actions taken by the Executive and/or County Council; provides information to interested parties as requested.
6. Answers and/or refers phone or mail inquiries from private citizens, county employees and other jurisdictions concerning any subject related to county government; receives complaints; refers complaints to appropriate Executive staff member or county employee for action; may notify complainant of action taken by phone or letter.

### STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

Bachelors degree in public or business administration, political science, one of the social sciences, or a closely related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Prefer one (1) year experience in government administration or management. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of public administration
- the organization, structure and function of county government
- the role of the executive branch of government
- research methods and techniques

Ability to:

- gather, analyze, synthesize and evaluate a variety of data including statistical data
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- prepare clear and concise written reports
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- relate to and communicate effectively both orally and in writing with people of all ages and from a variety of cultural, economic and social backgrounds
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- work under pressure and meet deadlines
- analyze and solve work related problems

### **SUPERVISION**

The employees receive general supervision from the Executive Administrator. Specific instructions are given for new or unusual assignments. Employee exercises his/her own initiative in performing recurring assignments or in seeking answers to inquires or complaints.

### **WORKING CONDITIONS**

The majority of the work is performed in the usual office environment. The employee may be required to work evenings, weekends and holidays as necessary.

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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 1988

Previous Spec No. 380389

EEO Category: 2 - Professionals

Pay Grade: 109 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous