

SNOHOMISH COUNTY JOB DESCRIPTION

EXECUTIVE DIRECTOR

Spec No. 2073

BASIC FUNCTION

As the Executive Director in the Executive Office, provides for liaison with or oversight of county departments and offices and assists in the development, implementation, and coordination of policy and procedure decisions.

STATEMENT OF ESSENTIAL DUTIES

1. Supervises departments on behalf of, and as directed, by the Executive and Deputy Executive.
2. Represents the Executive and Deputy Executive to Council and other County elected officials.
3. Represents Snohomish County to other government agencies and the public.
4. Provides strategic leadership and direction to departments as assigned.
5. Coordinates policy development and implementation.
6. Initiates and directs initiatives for the Executive and as requested by Council and other elected officials.
7. Executes contracts, instruments and other official County documents as authorized and delegated by the Executive.
8. Reviews departmental requests for action to the Council, such as contracts and ordinances.
9. Supervises preparation and issuance of directives, policies and procedures from the Executive Office; gathers information and prepares reports.
10. Represents the Executive at public hearings and to the community; communicates the Executive's policies, goals, programs and objectives as appropriate.
11. Performs any duties as assigned by the Executive or Deputy Executive.

MINIMUM QUALIFICATIONS

Either a Bachelor's degree in business or public administration, political science, or a closely related field, and five (5) years' experience in government administration, budgeting, fiscal management or related field; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

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SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public administration
- the organization, structure and functions of county government
- the role of the executive branch of government

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- interpret administrative directives and use initiative and sound judgment in applying same to the work situation
- speak convincingly in public and before groups
- analyze and evaluate the economic, political and social impacts and consequences of administrative policies and actions
- assess, present, and discuss the relative advantages and disadvantages of alternative courses of action
- organize and present facts, findings, conclusions and recommendations in a clear, concise and logical manner
- prepare clear and concise written reports
- plan and organize the work and work independently without immediate supervision
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- work well under pressure and meet deadlines
- maintain the confidentiality of information
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from diverse cultural, economic and ethnic backgrounds
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, and with the general public

SUPERVISION

The employee receives general direction from the County Executive through the Deputy Executive. The work is characterized by broad latitude for the exercise of independent judgment and initiative on the employee's part. The employee supervises assigned professional staff of the Executive's Office. The work is evaluated through results obtained and the employee is held accountable for the attainment of goals and objectives.

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WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required.

The employee may be required to work evenings, weekends and 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 1988

Previous Spec No. 381396

Revised and Retitled: October 1991 as Executive Administrator, November 1992 as Executive Director Operations, Executive Director Administration, January 1993 as Executive Director

Revised: June 2000, February 2014, March 2014; March 2016

EEO Category: 1 - Officials and Administrators

Pay Grade: 116 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous