

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **FACILITIES MANAGEMENT, DIRECTOR OF**

Spec No. 1101

#### **BASIC FUNCTION**

The primary duties of this class are to direct facilities management, and related functions. Responsibilities include direction of staff, programs, projects and operations related to the construction, management, and maintenance of owned and leased facilities.

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

1. Plan, organize, coordinate and direct county facilities management, and related functions, including direction of staff, programs and operations related to the construction, management, and maintenance of owned and leased facilities.
2. Direct, supervise and evaluate the work of department employees; select, hire, train, coach, motivate, develop, discipline and terminate employees as necessary.
3. Prepare, submit and defend annual department budget; prepare and/or supervise the preparation of departmental program plans, goals and objectives, and funding requests; administer department budget and ensure compliance with the county budget.
4. Evaluate departmental operations and initiate changes as necessary; prepare or supervise the preparation of operational policies and procedures; direct and evaluate short term and long term facility plans.
5. Coordinate department operations with other county departments, outside agencies, and advisory boards; confer with and advise county elected officials and managers on various issues and problems concerning facilities and the department.
6. Prepare and/or supervise the preparation of the county's facilities and related policies, rules and regulations for the County Executive and adoption by the County Council as appropriate.
7. Work regularly with community leaders to ensure impacts of construction projects and tenancy of constructed buildings and managed in such a way as to promote positive community relations.
8. Ensure adherence to ethical standards in the county's facilities operations and related activities.
9. Direct the operations of county parking facilities.
10. Coordinate American With Disabilities Act (ADA) facilities analysis and improvements.
11. Plan, organize and coordinate county building security.

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#### **STATEMENT OF OTHER JOB DUTIES**

12. Serve on a variety of teams, committees and task forces as needed.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration or Facilities Management or a closely-related field, and five (5) years of increasingly responsible experience in facilities management, OR any equivalent combination of training and experience that provides the knowledge, skill and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

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

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of facilities management
- laws, rules, regulations and guidelines governing facilities management
- practices and methods of facilities management
- issues and trends related to facilities management
- budget development and administration
- planning and program development
- principles and practices of public administration
- principles and practices of effective supervision
- principles and practices of multi-party negotiation
- Community and press relations

Ability to:

- effective oral, written and graphic communication
- presentations and group facilitation
- formulating effective recommendations and solutions
- independent analysis, prudent decision-making, and policy development
- mediation, negotiation and conflict resolutions
- interpersonal relations and customer relations
- public and media relations
- handling multiple assignments and projects to meet deadlines
- providing leadership and direction
- sensitivity to political issues and political environment
- all aspects of staff supervision
- budgeting and resource planning

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#### **SUPERVISION**

The employee reports directly to the County Executive through the Deputy Executive. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. Work is reviewed through meetings, status reports and results obtained.

#### **WORKING CONDITIONS**

Positions in this class typically require occasional attendance at evening/weekend meetings or activities; weekly focusing on computer screen in excess of two (2) hours continuously; weekly dealings with distraught or difficult individuals; weekly operation of a motor vehicle on public roads.

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 1998

Revised: December 2000, April 2014, January 2015; March 2016

EEO Category: 1 - Officials and Administrators

Pay Grade: 114 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous