

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **IT PROJECT SUPPORT 3 - DIS**

Spec No. 3371

### **BASIC FUNCTION**

The IT Project Support 3 - DIS is responsible for support for information technology project planning and project management. A person in this position applies knowledge and skills in a variety of specialties to provide solutions to a variety of problems, acting under general supervision with an understanding of principles of project management, works with some independence, and communicating effectively. This work is performed at the enterprise level.

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

1. Applies knowledge and skills in a variety of specialties associated with support for information technology project planning and project management.
2. Provides solutions involving moderately complex tasks to a variety of problems routinely encountered within normal business activity, referring more complex tasks to a higher level, and extracts data and information from processing systems in the area of support for information technology project planning and project management.
3. May lead and mentor small groups, teams, individuals and/or less experienced staff and encourage improvements in work correlated with support for information technology project planning and project management.
4. With an understanding of the principles of project management, interprets and completes assignments by assigned deadlines in projects that incorporate support for information technology project planning and project management.
5. Working with some independence, follows an established approach, prioritizing own work in multiple specialties.
6. Uses specialty-specific technical skills to performs a variety of routine and special assignments in multiple related specialties associated with support for information technology project planning and project management.
7. Communicates effectively with others, providing solutions and promoting discussion using verbal, written and graphic format on a variety of topics about support for information technology project planning and project management.

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

8. May perform any of the duties and responsibilities of all lower level positions. May perform duties at the same level from other specialty areas. Performs other duties as assigned.

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### MINIMUM QUALIFICATIONS

Associates degree or vocational technical diploma is required, and IT certification preferred; AND two (2) years relevant IT work experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass criminal background check. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty (proficient knowledge);
- principles of project management.

Ability to:

- understand and follow county and state regulations, policies, etc.;
- work as part of a team in multiple roles that periodically change across up to two specialties;
- continue to be knowledgeable about current and emerging technologies;
- work well with others;
- take direction;
- demonstrate strong written and verbal communication skills;
- use personal computer technologies to enhance job proficiency;
- communicate with DIS customers and other co-workers using respect, courtesy and tact;
- create effective system documentation;
- thrive in a service oriented environment;
- thrive in an environment with frequent interruptions.

### SUPERVISION

The employee works under very general supervision.

### WORKING CONDITIONS

The work is generally performed in typical office conditions. Customers are primarily internal at the County. Job requires regular contact outside Department of Information Services. Will perform some field work in certain specialty areas. Some repetitive movements at a computer or business machine. May require moderately frequent lifting and moving of up to 50 pounds. May be assigned work shifts consistent with 24 hours/day, 7 days/week production or coverage. May be on call 24 hours a day, and occasionally attend off-shift meetings or project activities. Service oriented environment with frequent interruptions. Occasionally operates motor vehicle.

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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: March 2008

EEO Category: 3 – Technicians

Pay Grade: 769 – Information Services Pay Plan

Workers Comp: 5306 Non-Hazardous