

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **MANAGEMENT SPECIALIST – ROADS**

Spec No. 2107

### **BASIC FUNCTION**

To assist the Road Maintenance Director and Road Maintenance and Operations Management by performing a variety of technical and administrative duties.

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

1. Coordinates day labor, special maintenance and disaster response (FEMA) related projects; purchasing and tracking requirements; prepare project initiation forms and maintain project files for authorized projects; obtain and/or prepare copies of cost estimates; review and make corrections to estimates supplied by others for completeness and current prices; prepare project status reports as necessary; calculate and monitor job costing for division projects. Resolve related issues as needed.
2. Creates and maintain spreadsheets; research and reconcile discrepancies; maintain contract records and approved pricing vendor lists; research project expenditure requests and provide detailed records to support reporting requirements and secure financial reimbursements.
3. Compiles technical specification section of formal bid packages for maintenance and construction materials with input and direction from Road Maintenance division management, lead workers and staff to determine quantities and prepare bid specifications for project materials and services; procure maintenance and construction supplies, secure price quotes, complete and coordinate purchase requests.
4. Conducts research and recommends rental and purchasing contracts in cooperation with Purchasing and Road Maintenance staff; rent equipment and procure services from state contracts or from other approved sources and track and maintain usage records and files.
5. Researches products and services, and maintain liaison with vendors and suppliers to ensure that the county is receiving items at the best available price for delegated purchased items and received when and where they are needed; monitor vendor performance to ensure the county receives correct discounts on items ordered and that the vendor is complying with county purchasing procedures.
6. May attend bid openings and prepare bid tabulations for maintenance and construction projects. Research and recommend service contracts; verify contractor compliance with Washington State Public Works Act and Prevailing Wage laws on maintenance and construction projects and contracts. Prepare partial and final payments and document quantities of materials used in small maintenance and construction projects and contracts.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Revises, edits and/or develops guidelines and procedures for the Road Maintenance Division; identify guidelines and procedural needs; research current practices, county codes, state laws and the policies and practices of other governmental agencies; secure approvals from management and makes changes as necessary
8. Drafts specifications and submit revisions to Purchasing for informal bids, handle direct purchases on assigned projects for materials, supply, equipment and services.
9. Researches and recommend method of procurement for materials, supplies, equipments and services.
10. Researches and acts as first step in resolving vendor performance problems, contract and billing issues. Refers unresolved vendor issues to Purchasing.
11. Receives, verifies and processes accounts payable vouchers; review vouchers for compliance to procedures and accuracy, vendor names, proper signatures, backup documentation and available funding; reviews due dates and the availability of discounts; determines the month and year in which to pay. Prepare payment vouchers and secure required signatures.
12. Assigns and enters Road Maintenance Project numbers and activities into the county financial system, and timely project closeout in the financial system. Coordination of new and emergency project numbers requests, documentation of new project numbers and task codes.
13. Provides back-up and peak-load coverage of co-workers.
14. Performs related duties as required.

### MINIMUM QUALIFICATIONS

An Associate's degree in business administration or a related field; AND two (2) years in an increasingly responsible position in accounting and/or purchasing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

May require a valid Washington State Driver's License.

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### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- rules of English grammar, spelling, punctuation and word usage
- research methods and techniques
- computer technology and proficiency in Microsoft Office software including Outlook, Excel, Word and Access
- general office procedures and practices
- accounts payable principals, practices and procedures
- county purchasing procedures and guidelines
- state and federal laws, regulations and guidelines pertaining to Public Works contract administration
- engineering and construction terminology

Ability to:

- gather, analyze, evaluate a variety of data
- write clear and concise reports, memoranda, and letters and maintain accurate records
- plan and organize work, meet deadlines and manage several projects simultaneously
- establish and maintain effective working relationships with other county employees, agencies and the general public
- communicate courteously and professionally and effectively both orally and in writing
- work under pressure and meet deadlines and cope with interruptions in a professional and courteous manner
- analyze and resolve work related problems
- exercise initiative and judgment, and make decisions within the scope of assigned authority
- operate computer equipment and applied software packages
- maintain necessary records and prepared required reports
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

### **SUPERVISION**

The employee receives general supervision from the Road Maintenance Director. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

### **WORKING CONDITIONS**

The work is performed in the usual office environment with field trips to various locations throughout Snohomish County 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](#)

Original Spec No.: 383376

Class Established: March 1987 as Road Maintenance Management Assistant

Revised and Retitled: May 1991

Revised: February 1998, August 2013, February 2015, June 2019

EEO Category: 5 - Paraprofessional

Pay Grade: 236 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous