

# **SNOHOMISH COUNTY JOB DESCRIPTIONS**

## **OPERATIONS MANAGER– MEDICAL EXAMINER**

Spec No. 1154

### **BASIC FUNCTION**

To manage the non-medical operations of the Snohomish County Medical Examiner's office and provide support to the Medical Examiner.

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

1. Plans, develops and coordinates the Department's annual budget and strategic plan as directed; works with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; assists and supports the Chief Medical Examiner in the management and leadership of the Department.
2. Supports the work of the Chief Medical Examiner and internal leadership team by identifying, reviewing, researching, analyzing, and offering recommendations regarding policy, financial, budget, organizational, personnel, and legislative issues.
3. Directs the development and publication of the department's annual report utilized by the media, community partners and other county departments; implements office organizational and/or operational changes as directed.
4. Coordinates and participates in the negotiation or review of contracts; implements and administers department contracts and service agreements; ensures compliance by vendors or subcontractors and with all applicable federal, state, county or other regulations; maintains monitoring controls for all contracts, agencies or systems utilized in department. Facilitates inventory management and maintenance and repair.
5. Facilitates the department hiring process and makes recommendations to the responsible supervisor and/or hiring authority; represents the office in union negotiations and other personnel related matters as directed; maintains custody of confidential departmental information, such as employee evaluations, personnel files, grievances, and union related matters.
6. Recommends, develops, implements, and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, policies, labor agreements, county policy, and state and federal law; monitors and reviews the maintenance of personnel, payroll, leave, overtime, comp time and other human resource matters; investigates personnel matters when requested.
7. Oversees data management and maintenance, including document storage, retrieval, archiving and destruction. Develops and implements policies for release, update and maintenance of confidential information, in accordance with RCW 68.50.105. Serves as the department's initial point of contact for public disclosure requests under the Public Disclosure Act, legal discovery and litigation-related requests for information and documents; coordinates preparation and collection of responsive documents and other department responses.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Plans, develops and implements the office's overall information technology strategic plan; coordinates with Department of Information Technology (DoIT) for service delivery and technical services. Acts as the central point of contact in the identification and resolution of information technology issues; makes recommendations to the Chief Medical Examiner.
9. Coordinates office administration activities with other departments, elected officials, and with the County Council; promotes good customer service and public relations; initiates appropriate action regarding requests for services and complaints; promotes partnerships with other county departments, outside agencies, and the general public; represents the office at committee and community meetings as directed. Represents the Chief Medical Examiner by communicating procedures, policies, programs and mission to county employees and the general public.

### STATEMENT OF OTHER JOB DUTIES

10. Assigns, directs, supervises, trains, mentors and evaluates the work of subordinates; serves as a technical resource for non-medical issues.
11. Represents Chief Medical Examiner at meetings where appropriate; exercises signing authority on appropriate documents.
12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, business, or public administration; AND four (4) years of experience in public administration which includes supervisor, human resources and/or financial management responsibility; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

### PREFERRED QUALIFICATIONS

Experience in the medical industry is preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.  
Ability to obtain/maintain Notary certification within 3 months of employment.

Fingerprinting, background investigation, credit check, criminal history check and pre-employment medical, drug screening and psychological examinations are required.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental accounting, budgeting and financial management practices, procedures and methods
- federal, state and local laws, rules and regulations related to area of assignment
- principles of public administration, management, supervision and confidentiality
- principles and practices of personnel administration, including employment, employee and labor relations; recruitment, selection, and issues and trends related to human resources; contract development and administration
- strategic planning, project planning and resource allocation
- records management and public disclosure
- principles of conflict management, effective communication and customer service
- personal computing, research, analysis, and electronic record management skills

Ability to:

- establish and maintain effective and positive work relationships with groups and individuals inside and outside the Office of the Medical Examiner; exercise excellent judgment and tact in all relationships
- work effectively across division and departmental lines to achieve goals
- analyze operations and support effective action to correct deficiencies and improve performance
- develop confidence of personnel to effectively institute new programs, procedures, and personnel evaluations
- manage multiple tasks and activities while meeting specific deadlines
- work independently, with minimal supervision, and under pressure
- plan, coordinate and evaluate the work of subordinate employees
- be honest and ethical at all times
- develop short and long range goals, objectives, plans and budgets
- analyze and develop administrative systems, policies and procedures
- gather, analyze, synthesize, organize and evaluate a variety of data
- communicate effectively orally and in writing

### SUPERVISION

The employee reports to and receives direction from the Medical Examiner, Chief. Work is evaluated through meetings, periodic reviews, and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment with periodic trips to locations outside the courthouse complex to attend meetings and other office responsibilities. Travel may be required. The employee may be on-call twenty-four (24) hours a day, seven (7) days per

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WORKING CONDITIONS (Continued)

week. The employee is required to work in emergency situations and 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: October 2011  
Revised: October 2013, January 2017  
EEO Category: 1- Officials and Administrative  
Pay Grade: 110 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous