

SNOHOMISH COUNTY JOB DESCRIPTION

SENIOR OPERATIONS PLANNER

Spec No. 3146

BASIC FUNCTION

To develop, and/or supervise the development, implementation, and monitoring of the budget and planning, scheduling, purchasing and accounts payable/receivable, and inventory control systems to facilitate the cost effective and efficient utilization of all available resources.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares or supervises the preparation of the annual plan, a performance based budget that provides a balanced resource utilization strategy to accomplish maintenance, capital construction, and reimbursable work; implements through the plan, the goals and objectives of the division.
2. Prepares, monitors, and modifies the annual budget; provides oral and written reports, charts, and graphs and pertinent information to decision makers; supervises expenditure rates and alters as required.
3. Monitors and controls expenditures and reallocates resources to various areas and tasks to meet the division's goals and objectives.
4. Supervises, reviews, and evaluates the work of subordinate employees; trains new employees as necessary; initiates various personnel actions including hiring, discipline and termination's as necessary.
5. Monitors actual accomplishments, correlates pertinent information, and prepares written and/or oral reports, charts, graphs, and other presentation materials pertaining to schedule accomplishments, resource utilization, and cost effectiveness; measures against planned goals and objectives.
6. Conducts studies of specific management initiatives and objectives or regulatory requirements, analyzes and evaluates existing practices, investigates alternatives, provides analysis and recommendations regarding division operations and resource allocations, and prepares reports of findings and recommendations.
7. Determines the fiscal impact of all ordinances, contracts, and budget modifications; develops findings, conclusions and recommendations as appropriate; analyzes legislative fiscal impacts as required.
8. Develops, implements, and monitors or supervises same, systems for planning, scheduling and inventory control; supervises or evaluates and coordinates PC hardware and field automation systems, and software acquisition and utilization to standardize systems.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Completes or supervises completion of organizational, managerial and operational studies as required; prepares reports, documents and graphics. Presents information to management, elected officials, or citizen groups as required.
10. Acts as liaison with other departments and divisions on budget, purchasing, regulatory, policy, technology, initiatives, and related issues.
11. Completes cost/benefit analyses and/or special projects as assigned including projects originating and impacting other Public works divisions including, but not limited to, Solid Waste, Surface Water Management, Equipment Rental and Revolving.
12. Develops or supervises the development of division plans and policies

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, accounting, or political science; PLUS three (3) years professional level experience involving fiscal, managerial, and analytical work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

Candidates for employment may be required to pass a pre-employment physical examination prior to being hired.

Possession of or ability to get a valid First Aid Card within ninety (90) days of employment is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of program planning, public budgeting, supervision and management;
- the principles, practices, procedures and methods followed in all phases of road construction, maintenance and repair operations;
- the equipment, materials and supplies used in road construction, maintenance and repair work;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- the capabilities, operation and maintenance of the full range of equipment utilized in the road construction, maintenance and repair activities;
- federal, state and local laws, rules and regulations governing road construction, maintenance and repair operations including safety rules and regulations;
- expenditure and cash flow forecasting methods and models;
- first aid methods and procedures;
- research methods and techniques;
- accounting principles and practices;
- organization theories and practices;
- data processing systems, hardware, and software.

Ability to:

- prepare program plans and budgets;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- maintain complete and accurate documentation and prepare required reports;
- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- work independently with a minimum of supervision;
- plan and organize work, meet deadlines and manage several complex projects simultaneously;
- exercise initiative and judgment and make decisions within
- the scope of assigned authority;
- operate personal computers and applied software packages;

SUPERVISION

The employee receives administrative direction from the Division Director and work is performed with considerable independence. The work is reviewed through periodic status reports, staff meetings and observation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout Snohomish County.

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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: February 1995

Previous Spec No. 450488

Revised: January 2012

EEO Category: 2 - Professionals

Pay Grade: 245 – Classified Pay Plan

Workers Comp: 1501 Hazardous