

SNOHOMISH COUNTY CLASS SPECIFICATION

SPECIAL PROJECTS DIRECTOR

Spec No. 1168

BASIC FUNCTION

To plan, organize, coordinate and direct special project teams within the county with an emphasis on improvements to county-wide permitting processes.

STATEMENT OF ESSENTIAL DUTIES

1. Identifies and directs actions to remove barriers to communication, cooperation, and coordination among Executive departments and divisions.
2. Provides leadership and project management expertise for long-term development projects of strategic value to the county.
3. Provides subject matter expertise regarding permitting processes and code requirements to identify potential solutions to complex permitting challenges across county departments.
4. Facilitates meetings, provides training, and directs the work of consultant and staff teams engaged in process improvement initiatives.
5. Serves as a liaison to various technical advisory committees, interest groups and state and local agencies; provides information and technical assistance to citizens, municipalities, and special purpose districts.
6. Reviews and makes recommendations regarding bills pending at the State Legislature related to permitting issues; may draft legislation on related issues for adoption by the County Council.
7. Promotes good customer service and public relations; coordinates special programs and projects with other county departments and outside agencies as required.
8. Participates in public meetings and hearings before the County Council and Hearing Examiner; makes presentations before the County Council and coordinates activities with the Council.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in business, engineering, planning, administration or related field; AND five (5) years of management experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in local government administration, engineering, planning, permitting, land use and/or building codes. LEAN

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MINIMUM QUALIFICATIONS (Continued)

business improvement, Six Sigma or other process improvement experience or certification is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern planning, permitting and public administration
- relevant laws, rules, regulations and legislation governing various planning and development projects and programs
- the principles and practices of program and systems planning, organization and budgeting
- the principles and practices of effective supervision and personnel management
- the principles and practices of fiscal management and technology applications
- communication, marketing and public relations
- effective techniques for team development and employee empowerment

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability
- inspire trust and confidence; lead people in complex work activities
- plan, organize, coordinate and direct the operations and activities of personnel across department lines
- establish and maintain effective work relationships with public officials, higher level management, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials
- work under pressure and manage workload effectively

SUPERVISION

The employee reports directly to the Director of the Department of Planning and Development Services or other director as assigned. Considerable independent judgment is exercised in resolving administrative and technical problems. Performance is evaluated through conferences and results obtained.

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WORKING CONDITIONS

The majority of the work is performed in the usual office environment with occasional field trips to locations throughout the county. The employee may occasionally be required to work evenings, weekends and holidays as circumstances dictate.

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 2016 as Process Improvement Special Projects Director

Revised and Retitled: January 2022

EEO Category: 1 - Officials and Administrators

Pay Grade: 114 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

FLSA Status: Exempt