

SNOHOMISH COUNTY JOB DESCRIPTION

PROJECT SPECIALIST I

Spec No. 2124

BASIC FUNCTION

To perform a variety of support activities in solid waste. The incumbents in this classification receive project supervision and do not generally lead projects as do senior level project specialists. Tasks are performed in less sensitive areas or on less complex issues.

STATEMENT OF DUTIES

1. Assists senior level project specialists and/or planners in researching various solid waste issues; gathers information from in-house sources and conducts field investigations.
2. Drafts recommendations and alternative options for discrete projects; drafts written materials such as reports, letters and memos.
3. Assists in implementing approved solid waste projects or personally implements less complex individual projects which are part of larger programs.
4. Answers questions and provides information to county employees and the general public concerning a variety of programs and issues.
5. Tracks, reviews, processes, analyzes and adjusts recycling data from solid waste and other sources; maintains computer files; produces solid waste reports.
6. May serve as support to senior level project specialists who serve on various technical advisory committees, commissions and other groups.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in environmental sciences/studies, public administration, political science, economics, geography, urban planning, sociology or a related field; AND, one (1) year experience in a related field; OR, any combination of training and/or experience that provides the required knowledge and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices related to solid waste issues;
- research and data collection techniques;
- current literature trends, regulations and developments in the solid waste field;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- federal, state and local laws, rules and regulations governing
- assigned duties;
- computer word processing, spreadsheet and database applications.

Ability to:

- gather, evaluate and document technical data;
- read, interpret and apply legal documents and descriptions;
- synthesize research results and use these results as a basis for recommendations;
- communicate effectively both verbally and in writing;
- establish and maintain effective work relationship with supervisors, peers, associates and the general public;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- Prepare a variety of correspondence, reports, and other written materials and documents.

SUPERVISION

Employees in this class receive direction from Planning staff or an administrative superior. The work is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of attending community meetings and public hearings and make site visits.

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: June 1991

Revised: March 2011

Previous Spec No. 340301

EEO Category: 2 – Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous