

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **PROJECT SPECIALIST II**

Spec No. 2125

### **BASIC FUNCTION**

To perform a variety of duties in the planning, development and implementation of water resource or solid waste programs. Employees in this classification are assigned one large project and/or multiple small projects to plan and implement.

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

1. Plans, develops and implements projects; identifies information required, chooses data collection methods and collects data; develops program options; prepares analysis, proposals and cost estimates; solicits departmental, stakeholder and citizen involvement and input.
2. Assumes lead role for one large project and/or multiple small projects as assigned; coordinates with technical staff in the planning and implementation of projects; directs the work of other staff as assigned; insures that completed work complies with applicable laws, regulations, ordinances and grant requirements.
3. Prepares bids, requests for proposals and contracts; monitors the performance of various contractors, consultants and inter-local agreements; approves work in progress and on completion; approves billings for services received; prepares status reports as required.
4. Prepares, submits and manages various grant proposals; drafts and monitors grant award contracts; coordinates and monitors work completed by grant funded subcontractors; administers non-accounting aspects of minor grants.
5. Serves as staff representative on various interest groups; solicits support for programs from key individuals and groups; supports local groups in establishing programs; determines needs and provides promotional materials; arranges for presentations by other staff and agencies; delegates tasks and work assignments; takes minutes; coordinates the development of group policies, documents and reports.
6. Gives presentations to various groups in Snohomish County; attends meetings and participates in or leads discussions; assists in preparation of presentation materials; prepares reports.
7. When working in Surface Water Management, provides support and guidance to water quality, aquatic habitat, salmon recovery, and/or stormwater programs, including project facilitation, planning and reporting; implementation strategy, policy analysis, and stakeholder coordination.

### **STATEMENT OF OTHER DUTIES**

8. Performs related duties as required.

# SNOHOMISH COUNTY CLASS SPECIFICATION

## PROJECT SPECIALIST II

Spec No. 2125

### MINIMUM QUALIFICATIONS

A Bachelor's degree in environmental sciences/studies, natural resource management, public administration, political science, economics, biology, ecology, geography, urban planning, sociology or a related field; AND, one (1) year experience in work specific to the requirements of the job; OR, any combination of training and/or experience that provides the required knowledge and abilities. A Master's degree maybe substituted for one (1) year of experience. 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 of solid waste or water resource issues;
- research and data collection techniques;
- current literature, trends, regulations and developments in the solid waste, or water resource field;
- ecological processes, including habitat restoration and resource recovery
- project management
- ability walk over uneven terrain and carry field equipment (up to 30 lbs.)
- the use of personal computers.

Ability to:

- gather, evaluate and document technical data;
- independently prepare and implement comprehensive programs and projects, including time, strategy, resource and performance management;
- 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 relationships with supervisors, peers, stakeholders, associates and the general public;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- make effective group presentations;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- manage contracts and oversee contractors;
- work with computers.

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **PROJECT SPECIALIST II**

Spec No. 2125

### **SUPERVISION**

Employees in this class receive direction from a designated lead staff or administrative superior. The work is performed with considerable independence and 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 making 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: April 1988 as Recycling Specialist

Revised and Retitled: June 1991

Revised: January 2009, February 2009

Previous Spec No. 341297

EEO Category: 2 – Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous