

SNOHOMISH COUNTY CLASS SPECIFICATION

PROJECT SPECIALIST IV

Spec No. 2127

BASIC FUNCTION

To coordinate and manage the planning, development and implementation and evaluation of sensitive county-wide solid waste or surface water programs. Employees in this classification are assigned to work as a project leader on multiple, complex, programs or projects which meet at least five (5) of the following criteria:

- a. Have annual budget in excess of \$1 million.
- b. Involve significant risk to the county's financial or legal position.
- c. Require management of significant planning, engineering, technical, and system, legal, financial, or political issues.
- d. Directly impact programs and activities at all organizational levels, such as operations and planning of the solid waste management division or surface water management division.
- e. Require ongoing and regular consultation with other divisions of county government or ongoing and regular consultation with intra county and/or county political jurisdictions.
- f. Require ongoing and regular consultation with business people from the private sector, citizen groups, and/or individual citizens.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes lead role in the planning, development, implementation and evaluation of solid waste or surface water programs and projects; has lead responsibility for identifying information required, choosing data collection methods and collecting data; assumes lead role in developing program and project options; leads efforts to analyze proposals and cost estimates; leads efforts to solicit input and involvement from department staff and citizens.
2. Assumes lead role in the management of multiple, complex programs and projects as assigned. May direct and coordinate the activities of Project Specialist I's, II's and III's, or Associate Planners and Senior Planners, public involvement staff and/or technical staff in the planning and implementation of programs and projects as assigned: insures that the completed work complies with applicable laws, regulations, ordinances and grant requirements.
3. Responsible for development and administration of program/project team's budget, work plan, and schedule to ensure cost effective and timely project completion.

SNOHOMISH COUNTY CLASS SPECIFICATION

PROJECT SPECIALIST IV

Spec No. 2127

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

4. Responsible for and may lead team in preparing bids, requests for proposals, and contract documents; is responsible for shepherding contracts and inter-local agreements through the approval process; monitors the performance of various contractors, consultants, and cooperating local agencies; approves work in progress and upon completion; approves billings for services received; prepares status reports as required.
5. Prepares and submits various grant and loan proposals; implements or leads team which implements the various grant tasks; drafts and negotiates subcontracts under grants; coordinates, monitors and approves work completed by grant funded subcontractors and recipients; administers non-accounting aspects of major and minor grants.
6. serves as principal staff representative on various advisory committees, commissions, and interest groups; coordinates the formation of various groups as necessary; develops agendas and keeps the group informed about problems, needs, pending changes and various topics of interest; moderates discussions, mediates disputes, and resolves conflicts among numerous diverse groups both in-house and outside; arranges for presentations by other staff and agencies; as needed delegates tasks and work assignments to team members; leads the effort to develop group policies, documents and reports.

STATEMENT OF OTHER JOB DUTIES

7. Acts as prime contact when questions about programs and projects arise from the public, government officials, business leaders, the media and interest groups; resolves conflicts between various individuals and interest groups; researches files and records and provides information over the phone, in person, and in writing.
8. Acts as the program or project's prime spokesperson; principal representative of the county for project or program-related presentations; attends meetings and participates in, or leads discussions.
9. Responsible for and may lead team in developing strategic approaches for presenting sensitive issues and information to a variety of audiences; leads group that arranges for, sets up, and/or participates in public meeting, hearings, and council sessions; supervises the preparation of graphics, displays, brochures, leaflets, and slide/tape shows; prepares oral and written presentations including findings and reports; acts as the department's key representative by responding to questions; solicits input at public meetings as appropriate.
10. Prepares or leads team which develops and revises various county codes and policies addressing solid waste management issues or land and water resources.

SNOHOMISH COUNTY CLASS SPECIFICATION

PROJECT SPECIALIST IV

Spec No. 2127

STATEMENT OF OTHER JOB DUTIES (continued)

11. Prepares or leads team which formulates, prepares and circulates SEPA documents including checklists and environmental impact statements; reviews and comments on environmental assessments, threshold determinations and statements prepared by other departments and agencies; provides written and oral interpretations of applicable environmental ordinances and policies as necessary.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in environmental sciences/studies, engineering, public administration, political science, economics, geography, urban planning, sociology or a related field; AND, three (3) years experience in work specific to the specific requirements of the position; OR, any combination of training and/or experience that provides the required knowledge and abilities. A Master's degree may be 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 issues or surface water management;
- research and data collection techniques;
- current literature, trends, regulations and developments in the solid waste, recycling, moderate risk water or surface water and water resources fields;
- the use of personal computers.

Ability to:

- serve as team leader and direct the activities of subordinate employees;
- gather, evaluate and document technical data;
- read, interpret and apply legal documents;
- independently prepare and implement comprehensive programs;
- independently organize tasks, delegate responsibility and coordinate a team effort under deadlines;
- synthesize research results and use these results as a basis for recommendations;
- communicate effectively both orally and in writing;
- make effective group presentations;

SNOHOMISH COUNTY CLASS SPECIFICATION

PROJECT SPECIALIST IV

Spec No. 2127

KNOWLEDGE AND ABILITIES (continued)

- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;

Ability to:

- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- negotiate contracts and oversee contractors;
- resolve conflicts.

SUPERVISION

Employees in this class receive direction from a Project Specialist Manager, 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: August 1991

Revised: March 1995, November 1995, January 1998, January 1999

Previous Spec No. 340305

EEO Category: 2 - Professionals

Pay Grade: 244 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous