

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **PROJECT SPECIALIST MANAGER**

Spec No. 2128

### BASIC FUNCTION

To lead the planning, development, and implementation of sensitive countywide solid waste programs. Employees in this classification supervise and advise the managers of solid waste projects, and may themselves be assigned multiple large, ongoing projects which are made up of multiple discrete components.

### STATEMENT OF DUTIES

1. Assumes lead role for major programs within the Solid Waste Management Division; develops long range plans to implement county policies and the Comprehensive Plan; develops and implements an annual work program; develops and controls budgets for work group; reviews and analyzes program objectives, policies and procedures and work standards; develops and recommends new or improved objectives, policies, procedures and standards and coordinates their implementation with other division and department managers as necessary.
2. Directs and supervises engineers, planners and/or Project Specialist Is, II's, III's, and IV's and technical staff in the planning and implementation of projects; reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; monitors progress and assesses employee performance against goals and objectives; provides guidance and training to facilitate staff development and motivation; recommends various personnel actions to the Solid Waste Utility Director including selection, promotion, reassignment and discipline.
3. Reviews work of staff for accuracy and completeness; notifies management of any deviations from established budgets and time lines; insures that completed work compiles with applicable laws, regulations, ordinances, policies and grant requirements.
4. Coordinates section activities with other county sections, divisions and departments as required.
5. Plans, develops and implements solid waste projects; identifies information required, chooses data collection methods and collects data; develops program options; prepares analysis, proposals and cost estimates; solicits departmental and citizen involvement and input.
6. Prepares bids, requests for proposals, contracts, and inter-local agreements; negotiates scope of work, contract price, and contract changes; monitors the performance of various contractors, consultants and inter-local agreements; monitors budget expenditures; approves work in progress and on completion; approves billings for services received; prepares status reports as required.
7. 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.

# SNOHOMISH COUNTY CLASS SPECIFICATION

## PROJECT SPECIALIST MANAGER

Spec No. 2128

### STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Serves as staff representative on various technical advisory committees, commissions and interest groups; coordinates the formation of various groups as necessary; develops agendas and keeps the groups informed about problems, needs 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; delegates tasks and work assignments; takes minutes; coordinates the development of group policies, documents and reports.
9. Responds to and resolves conflicts and questions from the general public, government and private officials, the media and interest groups; researches files and provides information over the phone and in writing.
10. Gives presentations to the County Council and various groups in Snohomish County; attends meetings and participates in or leads discussions.
11. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; develops strategic approaches for presenting sensitive issues and information to a variety of audiences; acts as departmental representative; prepares or supervises the preparation of graphics, displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.
12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A bachelor's degree in environmental sciences/studies, public administration, engineering, political science, economics, geography, urban planning, sociology or a related field; AND, four (4) years experience in work specific to the requirements of the position, including at least one (1) year of supervisory experience; 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;
- research and data collection techniques;

# SNOHOMISH COUNTY CLASS SPECIFICATION

## PROJECT SPECIALIST MANAGER

Spec No. 2128

### KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- current literature, trends, regulations and developments in the solid waste and recycling field;
- the use of personal computers;
- principles of personnel management;
- principles of long-range planning.

Ability to:

- supervise, direct, and evaluate project managers and technical staff;
- perform long-range program development and planning;
- 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;
- establish and maintain effective work relations with all levels of county management and staff, representatives of other agencies and the general public;
- 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 conflict;
- work elected officials;
- develop budgets and program plans.

### SUPERVISION

Employees in this class receive direction from the Director of the Division. 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 CLASS SPECIFICATION**

## **PROJECT SPECIALIST MANAGER**

Spec No. 2128

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: September 1991

Previous Spec No. 340306

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous