

SNOHOMISH COUNTY JOB DESCRIPTION

SNOHOMISH COUNTY TOMORROW (SCT) MANAGER

Spec No. 2328

BASIC FUNCTION

Plans, organizes, coordinates and directs the activities of Snohomish County Tomorrow (SCT) Division, a public inter-jurisdictional forum consisting of representatives from the County and each of the cities and the Tulalip Tribes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of Snohomish County Tomorrow division; prepares the annual budget and is responsible for work performance within budgeted allocations.
2. Supervises and directs the work of assigned staff; reviews and evaluates staff contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.
3. Develops annual work program; establishes staffing and scheduling requirements and monitors progress; reviews and coordinates with PDS staff and SCT Committee Co-Chairs.
4. Promotes customer service and good public relations; coordinates activities and operations with other divisions and outside agencies; may represent SCT at public meetings and hearings, or before the county council, city councils, or other individuals or groups as needed.
5. Coordinates and staffs multi-jurisdictional committees; works in conjunction with committee co-chairs, PDS staff, city and county professional staff, and outside agencies to establish meeting presentations, discussions, and action items.
6. Develops, coordinates and finalizes committee agendas and attends committee meetings; follows through on committee action items; communicates effectively issues of importance to committee members; approves newspaper agenda notices; edits, and finalizes all transcribed minutes of committee meetings and mail outs; plans and budgets for major events.
7. Builds and maintains interjurisdictional and regional relationships.
8. Negotiates and writes contracts for consultants, including accompanying ECAFs.
9. Analyzes researches, and resolves inquiries, complaints and suggestions pertaining to the operation; provides updates and process information to committees and city councils; provides advocacy for SCT, both internally and externally.
10. Administers the web page, including design and content, and maintains all updates on a regular basis.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Prepares agenda bills for steering committee consideration; prepares letters for co-chairs' signatures; advertises and recruits for new citizen committee members and processes new members.
12. Designs and implements public involvement and information processes; writes news releases; provides information to committee members on various subjects of interest to city and county jurisdictions.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, planning, administration or related field; AND, five (5) years of 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 is preferred. Additional degrees, certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position are desirable. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Must successfully pass background check

KNOWLEDGE AND ABILITIES

Knowledge of:

- 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;
- principles and practices of program and systems planning, organization and budgeting;
- principles and practices of effective supervision;
- principles and practices of personnel management;
- principles and practices of financial management;
- principles and practices of technology application;
- communication, marketing and public and media relations;
- principles and practices of modern management, including team development and empowerment.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability;
- lead people in complex work production;
- inspire trust and confidence;
- empower decision making, problem solving and growth through change;
- plan, organize, coordinate and direct the operations and activities of division;
- effectively supervise, manage and evaluate the work of employees;
- prepare and administer the division's budget, work plan and business plans;
- work cooperatively and productively with other members of the management team to accomplish the goals and objectives of the PDS strategic plan;
- synthesize details of division and department operations and translate or condense those details into key measures of performance related to division and department targets;
- analyze division operations and take effective action to correct deficiencies and resolve problems;
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures;
- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public;
- communicate effectively orally, graphically, and in writing;
- prepare a variety of correspondence, reports and other written materials;
- work as an integral and effective member of the PDS management team;
- work under pressure and delegate responsibility effectively.

SUPERVISION

The employee reports directly to the Director or Deputy Director of Planning and Development Services and is responsible for all operations and activities of a division. The work is performed with a high degree of independent judgment. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the division. Performance is evaluated through conferences, periodic reports, and results obtained.

WORKING CONDITIONS

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

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Class Established: April 2008
EEO Category: 2 - Professionals
Pay Grade: 109 - Management and Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt