

SNOHOMISH COUNTY JOB DESCRIPTION

SPECIAL PROJECTS COORDINATOR

Spec No. 3150

BASIC FUNCTION

To assist the Director in planning and coordinating special projects. Assumes lead responsibility of projects assigned. Provides coordination among departmental divisions and with external entities, and manages work programs in the department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes direct and independent responsibility for special projects identified by the director.
2. Assists in planning and coordinating the activities of the department; develops work plans, monitors actual progress against goals and objectives; coordinates assigned departmental activities with other county departments and divisions as required.
3. Reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; plans and schedules in-service training.
4. Reviews and analyzes program objectives, policies, procedures, and work standards; develops and recommends new and/or improved objectives, policies, procedures, and standards, and coordinates their implementation with other divisions and departments as necessary.
5. Develops short and long range plans for consideration and approval of the director; assists in the preparation of the annual budget.
6. Promotes customer service and good public relations; assists in coordination of operations and services of the department, with other county departments, with outside agencies and customers; may represent the department at public meetings, before the County Council, the Hearing Examiner or other individuals or groups as directed.
7. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; serves as departmental representative; supervises the preparation of graphics displays, brochures, leaflets, and slide/tape shows; prepares oral and written presentations including findings and reports; organizes citizen and technical advisory groups and solicits input as appropriate.
8. Serves as liaison to various technical advisory committees and interest groups and various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
9. Provides technical assistance in resolving conflicts or problems.
10. Oversees special projects and assignments requiring multi-disciplinary or multi-divisional coordination.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Responds on behalf of the director to inquiries or complaints from customers, county staff and other jurisdictions; refers complaints to appropriate staff for action; monitors responses to ensure internal coordination, consistency and notification to the correspondent/complainant of action taken.

STATEMENT OF OTHER JOB DUTIES

12. May directly represent the department in negotiations with municipalities and other units of government concerning services and land use issues; prepares inter-local contractual agreements for communities desiring departmental assistance on planning projects.
13. May assume a role as member of department team which would collectively address the responsibilities of a special project.
14. May coordinate overall grant functions include establishing procedures for internal monitoring and grant acquisition.
15. Directs the preparation of status reports and studies as required.
16. May represent the county in court cases dealing with land use or other matters.
17. May manage any level of work unit on temporary basis.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in urban planning, public or business administration, civil engineering, environmental studies, geography or related field; AND, four (4) years of experience in work related to the specific requirements of the position; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Two (2) years of supervisory or management experience may be required. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- transportation planning principles and methods
- principles and practices of personnel management
- principles and practices of urban planning and design
- urban planning and land use laws, codes and policies

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KNOWLEDGE AND ABILITIES (Continued)

- methods and techniques of community involvement
- principles and practices of program planning, organization and administration
- public policy issues
- technical, fiscal, and legal aspects of public works or planning department
- organizational, structure and function of local and state government
- research methods and techniques
- concepts and techniques of public involvement
- basic principles and practices of organization and administration

Ability to:

- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- develop program plans and budgets and evaluate work accomplishments
- mediate and resolve planning issues involving opposing interest groups
- direct and lead the work of professional and technical staff as requested
- analyze and resolve work related problems
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- prepare a variety of correspondence, reports and other written materials
- gather, analyze, synthesize and evaluate a variety of data
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- relate to and communicate effectively both orally and in writing with people of all ages and from a variety of cultural, economic and social backgrounds
- work under pressure and meet deadlines
- analyze and bring issues to resolution in a timely manner and effective manner
- work and participate within a team environment
- listen and be flexible, tolerant and sensitive to the needs of others

SUPERVISION

The employee reports to the Director, Deputy Director, or a Division Director/Manager. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for attending meetings and making site visits. The employee is required to work evenings, weekends and holidays as necessary.

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: January 1983

Previous Spec No. 440497

Revised: February 1991, October 2003, November 2003, November 2016

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management and Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous