

SNOHOMISH COUNTY JOB DESCRIPTION

TRANSPORTATION SPECIALIST, ASSOCIATE

Spec No.3337

BASIC FUNCTION

To provide advanced-level planning, programming and engineering analysis for transportation related projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains the Department's Transportation Needs Report and other long range programming/planning duties, including development and maintenance of the Transportation Annual Construction Program (ACP) and Six Year Plan Transportation Improvement Program (TIP).
2. Develops, negotiates and implements inter-local agreements and other contracts with cities, counties, and other agencies on behalf of the Public Works Department and the county.
3. Analyzes and recommends solutions to complex, high-impact transportation issues; plans and conducts research into the best way to implement major department transportation programs; helps to formulate solutions in the form of draft policies, procedures, rules, county codes, engineering standards, and technical documents.
4. Reviews, analyzes, and/or drafts complex technical documents such as transportation studies, environmental documents, engineering design reports, provides decision options and recommendations for management consideration.
5. Participates in public hearings and meetings relative to transportation policies, procedures, rules, codes and standards.
6. Coordinates projects and project teams on priority transportation projects; serves as a technical specialist and liaison between Public Works and other county departments, other jurisdictions, and private/public, regional and statewide organizations; advises other staff on engineering design, development review, code interpretation, engineering and planning principles, and administration.
7. Explains department programs including policies, procedures, rules, codes, and standards the County Executive and Council.
8. Prepares oral presentations and written reports, studies, and correspondence.
9. Participates in the administration of consultant contracts including project definition, selection of contractors, contract negotiation, and monitoring and evaluating performance.

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STATEMENT OF OTHER JOB DUTIES

10. May perform all the duties of subordinate level employees.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering, urban planning, transportation planning, or related field and at least three (3) years of specialized experience related to transportation; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- engineering principles and practices with special reference to the activities of the agency or function concerned
- the laws and regulations applicable to the area of assignment
- the current literature, trends, and development in the field of engineering specialization
- transportation planning principles and methods

Ability to:

- effectively formulate difficult concepts into department policy through policies, procedures, codes, regulations and standards
- analyze complex documents and prepare conclusions and comments
- communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations
- operate personal computers and applied software packages
- establish and maintain effective working relationships with subordinates, public and private officials, and the community
- prepare a variety of correspondence, reports, and other written materials
- communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds

PHYSICAL REQUIREMENTS

Some lifting of audio visual equipment required up to twenty-five (25) pounds.

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SUPERVISION

The employee receives administrative direction from a Division Director and/or Section Supervisor. A moderate degree of independent judgment and action is exercised in helping to formulate department policy through policies, procedures, codes and standards. Performance is evaluated through conferences and the review of work output.

WORKING CONDITIONS

The work is performed in an office environment with field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends, or 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: April 2007
Revised: July 2013, October 2013, March 2018
EEO Category: 2 - Professionals
Pay Grade: 244 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous