

SNOHOMISH COUNTY CLASS SPECIFICATION

TRANSPORTATION SPECIALIST SENIOR

Spec No. 3167

BASIC FUNCTION

To assist the Engineering Operations Division Director in planning and coordinating special projects and assume the lead responsibility of projects assigned by the Division Director or Department Director.

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 division; develops work plans, monitors actual progress against goals and objectives; coordinates assigned division 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 the director in the preparation of the division's annual budget.
6. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; acts 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.
7. Serves as liaison to various technical advisory committees and interest groups; acts as liaison to various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants as needed.
8. Provides technical assistance in resolving conflicts or problems.
9. Coordinates the proposal, development and implementation of new and modified county codes and associated regulations, procedures and technical standards.

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STATEMENT OF OTHER JOB DUTIES

10. 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 Public Works issues and projects.
11. May assume a role as member of a department or division team which would collectively address the responsibilities of a special project.
12. May coordinate overall grant functions, including establishing procedures for internal monitoring and grant acquisition.
13. Directs the preparation of status reports and studies as required.
14. May represent the county in court cases dealing with transportation or other matters.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A masters degree in civil engineering, urban planning, transportation planning or related field; OR, a professional registration in one of the following fields: planning, architecture, engineering, or surveying; AND, five (5) years of experience related to one of the above listed degrees or registrations, including three (3) years of supervisory experience. Work related experience may be substituted for the required education/training on the basis of one (1) year of experience equals to two (2) years of education. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- transportation planning principles and methods;
- principles and practices of personnel management;
- principles and practices of urban planning and design;
- land use laws, codes and policies; methods and techniques of community involvement;
- principles and practices of program planning, organization, and administration;
- principles of negotiation;
- engineering principles and practices with special reference to the activities of the agency or function concerned.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems;
- effectively formulate difficult concepts into department policy through policies, procedures, codes, regulations, and standards;
- develop program plans and budgets and evaluate work accomplishments;
- mediate and resolve issues involving opposing interest groups;
- plan, organize and supervise the work of professional, technical and clerical staff;
- 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.

SUPERVISION

The employee reports to the Engineering Operations Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee may supervise professional level and technical staff.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of 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: December 1992 as Special Projects Coordinator-PW

Re-titled as: Transportation Specialist, Senior March 1993

Previous Spec No. 441505

EEO Category: 2 – Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

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