

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CHIEF OF ECONOMIC AND WORKFORCE DEVELOPMENT INITIATIVES**

Spec. No. 1181

#### **BASIC FUNCTION**

This position is the primary lead for Snohomish County's efforts to integrate economic and workforce development efforts in Snohomish County. This position will develop initiatives, programs, projects, and activities that demonstrate the strategic connection between economic development and workforce development. This position will be the contact for a variety of private, public, and non-profit entities that collaborate to create and expand sustainable jobs, diversify our economy, support businesses of all sizes, and create a great place to live and work.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plan, organize, and coordinate County efforts to combine and integrate relevant economic developments with workforce developments.
2. Serves as the County's primary liaison with Economic Alliance Snohomish County (EASC) and Workforce Snohomish Board, the County's Local Workforce Development Board (Board) that will advise the County on strategic priorities to expand and enhance the County's economic and workforce development initiatives. This Board will work collaboratively with the EASC and Workforce Snohomish Board of Directors.
3. Serves as the County's primary liaison with the Board which guides federal Workforce Innovation and Opportunity Act (WIOA) spending and oversees performance and Workforce Snohomish which serves as the local grant sub-recipient and fiscal agent for WIOA funds.
4. Serves as the County's primary liaison with EASC on matters relating to business recruitment, retention, and expansion across economic development and workforce development sectors.
5. Develops effective working relationships with Workforce Snohomish Board members and staff, Economic Alliance Snohomish County Board members and staff, and the private industry, by maintaining regular contact in order to monitor business satisfaction with the County's workforce and economic development services.
6. Works to recruit, retain and expand businesses, with an emphasis on existing key industry sectors and emerging opportunities. They may include, but are not limited to: technology, energy and sustainability, agriculture/forestry/fisheries, arts/film/culture, life sciences/education/global health, military and defense, recreation and tourism.

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7. Collaborates with directors to coordinate trade and business development and aerospace sectors.
8. Identifies and implements strategic opportunities for economic growth, demonstrating the benefits of connecting economic and workforce development initiatives.
9. Provides small and large businesses information and resources, inclusive of startups.
10. Leads the development and establishes the County as the nation's gold standard workforce development system. Engages key stakeholders including, but not limited to: universities, community colleges, Pre-K to 12 (public/private), and businesses.
11. Plans, develops, implements, and evaluates workforce development programs for employers and individuals seeking employment, education, and training services.
12. Leads workforce development planning consistent with the mission of connecting Snohomish County residents with education and employment opportunities that prepare them to meet the skill demands of area employers and positions the County to be ready for needs expected in the future.
13. Develops innovative business service strategies and coordinates education, vocational training, and workforce development activities including career pathways initiatives.
14. Develops strategic plans and performs tasks through written policy documents and committee memorandums that summarize activities and provides a context for advocating for system improvements and reforms.
15. Represents the Executive to federal, state, regional, and County policy makers on workforce and economic development issues.
16. Develops and implements sector initiatives for workforce development in collaboration with County staff engaged in economic and workforce development work.
17. Coordinates and provides services with local, regional, state, and federal economic and workforce development governmental and private and non-profit entities.

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18. Convenes local economic and workforce development stakeholders to develop strategic plans or initiatives.
19. Represents the County Executive to various policy and advisory committees, governmental agencies, education institutions, local officials, community and private sector organizations.
20. Creates and maintains strong communication between stakeholders and the public via a communication plan, ensuring clear communication of the Local Workforce Development Board's strategic vision for the workforce development system.
21. Engages with elected officials, Congress and the state legislature to advance development of the region's workforce and economic development.
22. Integrates local resources, systems and community aspirations into the economic development and workforce system through strong partnerships with diverse groups.
23. Reviews relevant data and literature to keep abreast of current trends and developments in the field of workforce development and communicate key findings to appropriate individuals and organizations.
24. Maintains knowledge of additional funding opportunities and successfully applies for such funds with little or no prior preparation time.
25. Manages contracts and ensures compliance with existing laws.
26. Manages budget and oversees staff as needed.

#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree and ten (10) years of experience in economic development, workforce development, business and trade activities, intergovernmental operations or a closely related field including one (1) year of supervisory experience, OR a Master's degree in a related field and five (5) years of experience in economic development, workforce development, international business, trade, intergovernmental operations or a closely related field, including one (1) year of supervisory experience, OR an equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job-related tests.

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### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of economic, workforce, commercial and community development
- principles and practices of political process, intergovernmental affairs and public administration
- principles and practices of international relations and protocol
- principles and practices of management and personnel administration
- principles and practices of grant writing and grant management
- laws, rules, regulations and guidelines affecting the County and other governments
- international trade laws
- issues and trends related to politics, community development, economic development, workforce development, and public administration
- current computer software, social media and communication methods
- technology for economic development
- cultural awareness and diversity issues

Ability to:

- communicate effectively, both orally and in writing
- use computer software packages related to word processing, spreadsheets and data analysis
- effectively supervise, train, manage and evaluate the work of employees
- prepare and administer a budget, work plan and business plans
- be sensitive to political and environment issues
- be sensitive to and have knowledge of international relations and protocols
- maintain good customer service and use tact and diplomacy
- provide leadership and direction to groups and teams
- maintain effective interpersonal relationships with a diverse group of individuals
- use team work and conflict resolution
- use judgment and logical processing
- use persuasion and active listening
- give presentations
- maintain confidentiality
- maintain personal integrity

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#### **SUPERVISION**

Employee reports to the County Executive or designee. The work will be performed with a high degree of independence. The employee will be responsible for the recruitment, development and expansion of all County economic and workforce development programs and services and will be expected to operate with a great deal of autonomy to accomplish this goal.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment. Regular attendance at breakfast, evening, weekend meetings or events will be required and employee will be driving to locations throughout the County and Puget Sound region to attend these events.

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 2020  
EEO Category: 4 - Officials and Administrators  
Pay Grade: 115 - Management Exempt  
Workers Comp: 5306 Non-Hazardous