

SNOHOMISH COUNTY JOB DESCRIPTION

PROJECTS ADVISOR

Spec No. 2420

BASIC FUNCTION

To assist and advise 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. Oversees and assumes direct and independent responsibility for strategic special projects requiring multi-disciplinary or multi-divisional coordination as identified by the director.
2. Assumes lead responsibility in planning and coordinating the activities of the department as assigned; develops work plans, monitors actual progress against goals and objectives; coordinates assigned departmental activities with other county departments and divisions as required.
3. 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.
4. May supervise and direct the work of consultant and staff teams; reviews and evaluates the team contribution and work performance; develops performance measures and standards.
5. Researches and monitors county, state and federal legislation relevant to the department and provides summarized reports and recommendations to the director.
6. Develops short- and long-range plans for consideration and approval of the director; may assist in the preparation of the annual budget.
7. Promotes customer service and public relations through communication and outreach leveraging social media platforms for effective communication; assists in coordination of operations and services of the department, with other county departments, and with outside agencies and customers; may include serving as a representative to manage and coordinate the County's response to state and local agencies' planning and implementation of regional projects, to ensure the County's interests are expressed and addressed.
8. Coordinates and/or represents the department at public meetings, hearings, and council sessions. Serves as liaison to various technical advisory committees and interest groups and state and local agencies.
9. Provides technical assistance and advises the director in resolving conflicts or problems; 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.

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13. Directs the preparation of standard operating procedures, status reports and comprehensive studies as required.
11. Drives inclusive organizational culture of continuous improvement through knowledge sharing, vocal advocacy, and visible hands-on leadership by empowering employees to learn about and apply continuous improvement skills within their workplace, actively seeking opportunities to improve customer service through process improvement and the application of technology where appropriate, and making a commitment to incorporate job relations methodologies and mindset into the management of employees to foster employee growth and develop problem solvers within the organization.
12. Promotes stakeholder relations; coordinates special programs and projects with other division of the department, other county departments and outside agencies as required; may represent the department at public meetings and hearings or before the County Council, Hearing Examiner, or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the department Director.

STATEMENT OF OTHER JOB DUTIES

13. May directly represent the department in negotiations with municipalities and other units of government as assigned.
14. May assume a role as member of department team to collectively address the responsibilities of a special project.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a field directly related to the department's work; 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:

- theories, practices, and methods related to specialized aspects of assigned department
- methods and techniques of community involvement
- principles and practices of program planning, organization and administration
- public policy issues

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- technical, fiscal, and legal aspects of assigned 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.

WORKING CONDITIONS

The work is performed remotely or in an 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.

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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: May 2021

EEO Category: 2 - Professionals

Pay Grade: 245 Classified Pay Plan

Workers Comp: 5306 Non-Hazardous

FLSA Status: Exempt