

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **AIRPORT ADMINISTRATIVE PROGRAMS DIVISION MANAGER**

Spec No. TBD

#### **BASIC FUNCTION**

To assist the department in planning and coordinating special projects. Plans, organizes, and directs the programs and functions of the Administrative Programs Division, including overseeing the development and maintenance of the Cartegraph system. Provides coordination among departmental divisions and with external entities and manages work programs in the department. Oversees administrative functions including HR, DEI, and Records assignments.

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

1. Assumes direct and independent responsibility for the Administrative Programs Division of the Airport Department.
2. Participates with other members of the Airport management team in identifying and achieving department goals. Collaborates with staff, management team members, and division managers on a regular basis to develop programs, plan and coordinate events, create efficiencies in overall operation of the Airport.
3. Reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; plans and schedules department 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. Oversees projects and assignments that may require multi-disciplinary or multi-divisional coordination. Assumes direct responsibility for select projects identified by management.
6. Serves as liaison to various committees.
7. Oversees administrative staff performing a variety of duties including technology, public records, and human resource functions.
8. Oversees department ADA and Diversity, Equity, and Inclusion advancements.
9. Provides technical assistance in resolving conflicts or problems.

#### **STATEMENT OF OTHER JOB DUTIES**

10. May assume a role as member of department team which would collectively address the responsibilities of a special project.
11. Directs the preparation of status reports and studies as required.
12. Performs related duties as required.

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#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in a specific business function or field; AND, four (4) years of experience in work related to the specific requirements of the position including two (2) years of supervisory or management experience; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests. Work related experience may be substituted for the required education or training on a year for year basis. Familiarity and work experience with a variety of local units of government is desired.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Drivers License may be required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of personnel management;
- 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;

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#### **KNOWLEDGE AND ABILITIES (continued)**

Ability to: 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 a Deputy Director. 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 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.

Class Established: March 2023

EEO Category: 1

Pay Grade: 111

Workers Comp: 5306 – Non-Hazardous