

MEMORANDUM

Date: June 12, 2022
To: Snohomish County Council
From: Joshua Marcy, Snohomish County Airport Director
Re: Addition of Airport Administrative Programs Manager

I would like to provide a little more background on our request for an **Administration Programs Division Manager FTE**. We currently have several roles at the airport that do not fit within our current reporting structure and we have been waiting to hire for them until an Administrative Programs Division was in place. Moving forward with this new position would allow the airport to begin implementing the following roles:

- **Business Technology Analyst.** This person would assist the airport in setting up Cartegraph, an asset management system. This is a mission critical position that would help the airport and the county realize their vision to improve efficiency.
- **Records Technician.** Currently, this role is being completed by the airport PIO. Having someone else take on this role will allow the PIO to focus on strategic communications. This person would also assist in electronic data management and staff the front desk in the new Airport Administration building.
- **Supported Employment.** The person in this role would help with light duties around the office. The Administration Programs Manager would work with an employment coach to develop a work program for this new person commensurate with their capabilities.
- **Systems Administrator.** This role was recently vacated but has been reporting to the Operations Division Manager. It would make more sense to have this role report to the Administrative Programs Division Manager as they will be supporting all airport divisions with Continuous Improvement and Cartegraph implementation.

With the exception of the Administration Programs Division Manager, all of these positions are currently in our approved budget. As you may surmise, we have some significant plans to increase efficiency to take the airport to the next level. It would be helpful to add the Administrative Programs Division Manager now, so that we can staff these other positions as soon as possible.

Thank you for your support. If you have any questions, please don't hesitate to contact me.