



SNOHOMISH COUNTY
invites applications for the position of:

Chief of Staff - Council

SALARY: \$52.61 - \$74.34 Hourly
\$9,118.82 - \$12,885.15 Monthly
\$109,425.84 - \$154,621.80 Annually

OPENING DATE: 03/02/18

CLOSING DATE: Continuous

DESCRIPTION:

This position is open until filled with first review of applications on Monday, March 12th.



SNOHOMISH COUNTY

Located along Puget Sound in western Washington, Snohomish County is a diverse and exceptionally scenic region that covers more than 2,000 square miles. In addition to urban residential cities, the county includes large forests, agricultural lands and rural environments. From saltwater beaches to 10,000 foot mountain peaks in the Cascade Range, residents and visitors enjoy easy access to a wide range of recreational, cultural and educational opportunities.

Snohomish County is one of the largest and fastest growing counties in Washington with a total population estimated to be 789,400 in 2017.

A strong employment base led by Boeing and Naval Station Everett contributes to the economic strength of the county, as housing prices that are considered affordable compared to other areas of the region.

CHIEF OF STAFF POSITION

The Chief of Staff position is a salaried, at-will, overtime exempt classification. The position assists the County Council in formulating and articulating county policy; directs office operation and schedules; provides necessary liaison functions between Executive departments; coordinates meetings; and performs other related duties as required.

The Chief of Staff coordinates work and the providing of information among council members, coordinates action and the providing of information between the County Executive and the Council, works with the council chairperson and clerk of the council on the calendar and agendas, supervises the clerk of the council and staff and performs such other duties as are delegated by the council through the chairperson. The Chief of Staff shall serve at the pleasure of a majority of the Council, and shall be exempt from the county personnel system as provided in SCC 3.68.010(9) and 3A.01.020.

CANDIDATE PROFILE

The successful candidate for this position is an experienced professional with a proven track record of dealing effectively with a broad range of public sector issues. The position requires a working knowledge of the legislative process and principles and practices of local government administration. Preference may be given to candidates with experience that demonstrates a working knowledge of federal, state, and local programs and mandates in the Puget Sound region and a professional knowledge of budget and financial analysis. Candidates must be able to synthesize large volumes of complex material and present it in a fashion that may be easily understood by both decision makers and the general public. Excellent verbal and written communication skills are essential requirements for the position.

BASIC FUNCTION

Assists the County Council in formulating and articulating county policy; directs office operation and schedules; provides necessary liaison between the Executive departments; coordinates meetings; and performs other related duties as required.

JOB DUTIES:

STATEMENT ESSENTIAL OF DUTIES

1. Provides necessary information and recommendations on issues scheduled for council action.
2. Prepares reports on the status of county projects and plans.
3. Prepares policies and budgets.
4. Prepares news releases and answers correspondence as required.
5. Investigates questions and complaints of county operations as requested by the council and reports results as directed.
6. Advises council on status of upcoming appointments to all county boards and commissions.

7. Represents council members at public meetings as requested.
8. Charts and directs work flow through various county departments.
9. Acts as intra-governmental coordinator and coordinates the council's on-going relationships with intra-county, city officials, state and federal legislators.
10. Supervises council office personnel.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in public or business administration or related field; AND, four (4) years experience in government administration, budgeting, fiscal management or related field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of local government administration

Ability to:

- write clear and concise reports and memorandums
- effectively and courteously express principles, policies and report results to groups as required
- establish and maintain liaison and good working relationships with other county departments and governments as required

SUPERVISION

The employee reports to the members of the county council and has supervisory responsibility for council office personnel.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. Some out-of-county travel may be required.

The employee may be 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](#)



Salary Range, Application and Selection Process

Annual Salary: \$109,425.84 - \$154,621.80

Qualified individuals should complete a Snohomish County application by 11:59 p.m. on Sunday March 11, 2018.

Please include a letter of interest, resume, writing sample and three job-related references.

First review of applications will begin on March 12, 2018.

Candidates chosen to move forward in the selection process may be required to complete a written exercise.

For more information [click here](#)

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2018-COU-1026-March
http://www.snohomishcountywa.gov/2553						CHIEF OF STAFF - COUNCIL
3000	Rockefeller	Ave		M/S	503	JF
Everett,		WA			98201	
(425)					388-3411	

Human.Resources@snoco.org

Chief of Staff - Council Supplemental Questionnaire

- * 1. Provide a copy of a staff report, analysis, audit or other writing sample that you have produced, preferably within the last five years. Provide any context you think would be helpful in reviewing and evaluating the document. (Limited to 10 pages)

Did you attach a writing sample?

Yes

No

* Required Question