

Elected Position Job Descriptions

County Executive

The County Executive ensures effective, efficient, and economical administration in accordance with the county charter, the Washington State Constitution, and other applicable federal, state, and local laws, as well as county council policy and Executive branch initiative. Responsibilities include but are not limited to:

Supervises executive departments; Administers ordinances and state statutes within the county; Presents annual statement of governmental affairs of the county to the council; Prepares proposed budget and budget message; Prepares capital improvement plans for present and future development within the county; Nominates members of county boards and commissions.

County Council

The County Council is the legislative authority for the county that identifies and articulates the needs of the citizens of the county, and provides a framework for county administration to respond to community needs. Responsibilities include, but are not limited to:

Adopts and enacts ordinances, resolutions, and motions; Levies taxes; Adopts county general fund and road fund tax levy; Adopts budgets for the county; Confirms nominations to county boards and commissions; Has concurrent authority with the county executive to nominate members to the county planning commission; Conducts performance audits.

County Assessor

The County Assessor administers the assessment and levy of property taxes in the county including all taxable real and personal property within the geographic boundaries of the county and property within incorporated cities. Responsibilities include, but are not limited to:

Appraises property; Assesses personal property (primarily business equipment); Administers exemption programs (senior citizen and non-profit); Administers special programs (e.g., open space, forest land); Assesses roll maintenance (legal description changes, subdivisions, maps); Appeals processing; Sets tax levies.

County Auditor

The County Auditor provides regional service to the county in the areas of licensing, elections and voting and recording. Responsibilities include, but are not limited to:

Safeguards and maintains voter registration files; Conducts all elections; Licenses cars and boats; Records deeds, maps and miscellaneous documents and makes them available to the public; Oversees car and boat licensing subagents; Provides access to public disclosure documents related to election campaigns; Issues event permits; Licenses pets; Issues marriage licenses; Animal Control responsibilities.

County Clerk

The County Clerk provides service to citizens involved with the county Superior Court (including Juvenile Court) and is the official record keeper of the Superior Court system. Responsibilities include, but are not limited to:

Receives and processes all court documents; Provides independent records of all court proceedings; Maintains and manages court files, records and exhibits; Receipts fees, fines and court ordered moneys and fund disbursement; Assists the public with family law and domestic violence matters.

County Sheriff

The County Sheriff is the Chief Law Enforcement Officer of the County and enforces state and local laws relating to the protection of all county citizens and property. Responsibilities include, but are not limited to:

Patrols and keeps the peace in all unincorporated areas, as well as numerous contracted cities; Heads search and rescue endeavors; Manages citizen patrol duties; Enforces traffic laws; Investigates major crimes; Keeps all criminal records.



Snohomish County Elections
A Division of the Auditor's Office

County Treasurer

The County Treasurer is custodian of all funds for the county and special purpose taxing districts and provides essential services in connection with the financial operation of local government. Responsibilities include, but are not limited to:

Bills, collects and administers property taxes, special assessments, excise taxes, gambling taxes, surface water fees, and miscellaneous receipts; Manages accounting for all funds and deposits of revenue for the state, county, cities, and special purpose taxing districts; Administers short and long term debt financing; Manages the cash expenditures for the county and special purpose taxing districts; Coordinates and manages the provision of banking services for the county and special purpose taxing districts; Invests public funds.

County Charter Review Commissioner

The County Charter Review Commissioner reviews in cooperation with the fifteen member commission the Snohomish County Charter to determine its adequacy and suitability for the county and proposes amendments. The Commission members are elected every 10 years to serve a one year term. Responsibilities include:

Determining an appropriate meeting schedule; Reviewing the current county charter for suitability; Proposing amendments; Discussing and debating proposed amendments with fellow commissioners; Filing proposed amendments with the County Council for submission for voter consideration.

City Mayor

The City Mayor ensures effective, efficient, and economical administration in accordance with the city charter or bylaws, the Washington State Constitution, and other applicable federal, state, and local laws, as well as city council policy. Responsibilities include, but are not limited to:

Supervises executive departments; Enforces all ordinances and state statutes within the city; Presents annual statement of governmental affairs of the city to the council; Prepares proposed budget and budget message; Prepares capital improvement plans for present and future development within the city; Nominates members of city boards and commissions.

City Council

The City Council is the legislative body of city government that establishes city policy, provides direction to the Mayor or the City Manager and provides a framework for city administration to respond to community needs. Responsibilities include, but are not limited to:

Adopts and enacts ordinances, resolutions, and motions; Levies taxes for property within city boundaries; Appropriates revenue; Adopts budgets for the city; Confirms nominations to city boards and commissions; Has concurrent authority with the city executive to nominate members to the city planning commission.

Municipal Court Judge

The Municipal Court Judge serves in city government. The Municipal Court Judge hears and rules on issues arising from city ordinances. Responsibilities include, but are not limited to:

Manages the courtroom environment; Ensures procedures and operations of the court comply with state requirements; Hears cases and renders judgments; Establishes appropriate sentences and fines.

School Board Directors

Authority of the School Board Director is established by the Washington Legislature under the direction and restrictions of state law. Responsibilities include, but are not limited to:

Establishes general policy for the school system; Employs school personnel upon recommendation of the superintendent; Adopts and revises the annual operating budget; Informs the public of the needs and progress of the educational system; Administers school functions; Selects the superintendent of schools.

Fire Commissioners

Authority of the Fire Commissioner is established by the Washington Legislature under the direction and restrictions of state law. Responsibilities include, but are not limited to:

Establishes and maintains policy for the district; Manages and conducts the business affairs of the district; Makes and executes all necessary contracts; Employs any necessary services; Performs all acts necessary to carry out the goals and mission of the fire district; Employs a fire chief to carry out the daily functions of the fire department; Serves on one or more committees which deal with specific functions of the fire department.

Water & Sewer District Commissioners

Authority of the Water and Sewer Commissioner is established by the Washington Legislature under the direction and restrictions of state law. Responsibilities include, but are not limited to:

Represents district at intergovernmental meetings; Establishes district policies by passing resolutions and motions; Adopts annual budget; Establishes rates and charges; Approves appropriations and contracts for services.

Hospital District Commissioner

Hospital Districts construct, purchase, acquire, lease, add to, maintain, operate, develop and regulate, sell and convey all lands, property, property rights, equipment, hospitals and other health care facilities and systems for the maintenance of hospitals, buildings and structures within the district. Responsibilities include, but are not limited to:

Surveys existing hospital and other health care facilities; Coordinates hospital and other health care services for residents of district by facilities located within or outside the boundaries of district; Leases existing hospital and other health care facilities and equipment and/or other property used including ambulances; Contracts indebtedness or borrows money for corporate purposes on the credit of the corporation or the revenues of the hospitals in district and the revenues of any other facilities or services that the district may be authorized by law to provide.

Port District Commissioner

Port districts manage acquisition, construction, maintenance, operation, development and regulation within the district of harbor improvements, rail or motor vehicle transfer and terminal facilities, water transfer and terminal facilities, or any combination of such transfer and terminal facilities. Responsibilities include, but are not limited to:

Establishes and maintains district policy; Manages and conducts business affairs; Makes and executes all necessary business and development contracts; Employs any necessary services; Attracts, encourages, and develops industrial opportunities; Coordinates industrial improvements.

Parks and Recreation Commissioner

Park and Recreation Districts coordinate and manage leisure time activities and recreational facilities including parks, playgrounds, gymnasiums, swimming pools, field houses, bathing beaches, stadiums, golf courses, automobile race tracks and drag strips, coliseums, public campgrounds, boat ramps and launching sites, public hunting and fishing areas, arboretums, bicycle and bridle paths, senior citizen centers, community centers, and other recreational facilities of a nonprofit nature as a public service to the residents of the geographical areas included within the boundaries of the district.