

POSITION DESCRIPTION

Classification:	Accountant
Title:	Accountant
Employee Name:	Vacant
Program:	Finance Office
Division:	Administrative Services
FTE:	1.0
FLSA:	Exempt
Represented Status:	Non-Represented
Salary Range:	17
Position Number:	690
Effective Date:	June 14, 2022
Revised From:	February 1, 2018

Definition:

Under direction of the Finance Manager, or designee, the Accountant performs specialized phases of accounting, budgeting, and grant/contract management. The Accountant will be working closely with all members of the Finance Team, as well as program managers throughout the District. The incumbent is expected to apply a working knowledge of Generally Accepted Accounting Principles (GAAP), quality improvement principles and applicable Federal and State Laws and/or guidance, including 2 CFR 200.

Grant/contract management activities include evaluation, administration, monitoring and record keeping. General Accounting activities include assisting with preparation of financial, performance and related statistical data and providing support during the annual audit and budget development as well as maintaining and analyzing general and subsidiary ledgers and supporting the internal audit function.

Work is performed under limited supervision requiring independent judgment, discretion, and initiative. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work: he/she plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on his/her own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and/or effectiveness of results.

Examples of Work Performed:

- In coordination with District leadership, assesses the financial feasibility of new grants and/or contracts.
- Reviews new grants and/or contract documents for compliance with District policies as well as applicable local, State or Federal Rules.
- Makes recommendations for design and implementation of a centralized grant/contract workflow.
- Performs Quality Assurance review of grant and contract billing.
- Prepares or provides support in preparing required grant reports within required deadlines.
- Acts as Lead fiscal contact during programmatic audits or fiscal monitoring of grants.

Position Description: **Accountant**

Page 2 of 3

- Prepares appropriate General Ledger journal entries and/or reviews those prepared by other Finance staff.
- Reviews vendor invoices and payroll claims for payment for accuracy.
- Works with Finance staff to improve processes to provide a high level of accurate and useful financial information to stakeholders.
- Performs internal audit function as directed by the Finance Manager.
- Reviews and approves General Ledger, Journal Entries and Accounts Payable/Payroll vouchers.
- Assists with month-end closing process and production of monthly financial reports for the Board of Health.
- Assists in preparation of the District's Annual Financial Report, including the Statement of Expenditures of Federal Awards.
- Assists management in interpreting and understanding fiscal and accounting policies, procedures operations and controls.
- Designs and/or prepares ad hoc reports as requested.

Associated Duties:

- Performs other duties as assigned.

Successful incumbents for this position will have the:

- Knowledge of applicable Federal, State and local laws, regulations, codes and ordinances.
- Knowledge of current Generally Accepted Accounting Principles (GAAP) and practices.
- Knowledge of Washington State Budgeting Accounting and Reporting System (BARS) preferred.
- Knowledge of governmental contract and grant management methods, policies, and practices.
- Skilled in analyzing, compiling, and assessing legal contracts, business activities and financial data.
- Skilled in utilizing complex, integrated financial software programs including intermediate to advanced skills in Microsoft Excel.
- Ability to support the district's mission, vision, and organizational goals.
- Ability to demonstrate a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to demonstrate strong attention to detail through consistent accuracy, thoroughness and high-quality output.
- Ability to learn and apply the district's philosophies, policies and procedures.
- Ability to develop, track, and report key financial metrics and performance indicators.
- Ability to manage multiple tasks, set objectives and reprioritize as needed.
- Ability to communicate effectively both orally and in writing to a variety of audiences.
- Ability to use tact, discretion, respect, and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community-based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.

- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties may require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- Requires the ability to communicate with others orally, face to face and by telephone.

Skills for the position may be gained through education, certification, relevant job experience or a combination, such as:

Education: Bachelor's degree in Accounting OR a related field with a minimum 12 semester (18 quarter) hours of college-level accounting coursework.

Experience: Four years of professional Accounting and/or Auditing experience, preferably in a Governmental agency.

Licenses, Certifications and Other:

- Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) or Certified Management Accountant (CMA), *preferred*
- Experience with OneSolution and or Envision Connect financial software, *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Successful completion of a background check pursuant to RCW 43.43.830 and credit report

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Deputy Administrative Officer Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

POSITION DESCRIPTION

Classification:	Financial Reporting & Audit Supervisor
Title:	Financial Reporting & Audit Supervisor
Employee Name:	VACANT
Program:	Finance
Division:	Administration
FTE:	1.0
FLSA:	Exempt
Represented Status:	Non-Represented
Salary Range:	20
Position Number:	691
Effective Date:	June 14, 2022
Revised From:	N/A

Definition:

Under the direction of the Finance Manager, or designee, the position is responsible for the supervision of reporting, budgeting, grants, and internal controls of the District's Finance Office, including internal and external financial reporting, budget analysis and reporting, grants accounting and reporting, fiscal monitoring, cash and investment management, capital asset inventory, policy and procedure development, internal controls, and compliance. This position may provide technical guidance and supervision to other finance department personnel or personnel from other programs.

The incumbent is expected to apply a working knowledge of applicable professional accounting principles, practices, and methods. The work requires skill in the use of automated accounting systems and involves managing month-end close, and review and/or preparation of a variety of financial reports including, but not limited to, monthly financial reports to the Board of Health and the annual financial report submitted to the Washington State Auditors. The position supports the Finance Manager in budget development and annual audit coordination. The incumbent provides direct supervision to assigned staff including development of work plans, evaluations, coaching and training, and managing work assignments as well as development of position and/or program performance measures.

Work is performed under limited management and requires independent judgment, discretion, and initiative. The manager sets the overall objectives and resources available. The incumbent and manager work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work: he/she plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on his/her own initiative in terms of established objectives. The incumbent keeps the manager informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and/or effectiveness of results.

Examples of Work Performed:

- Perform supervisory responsibilities in accordance with the District's policies and procedures and applicable laws. Assist in interviews; make recommendations to hire; plan, assist, direct, and evaluate work in progress and upon completion; provide performance reviews; recommend and carry out disciplinary actions within scope of classification, up to and including the level of oral warning; address complaints; resolve problems; and approve/schedule leave time.

Position Description: ***Financial Reporting & Audit Supervisor***

Page 2 of 4

- Assign work to staff, monitor the work of staff; make adjustments in workloads as appropriate; and provide instruction and training for assigned staff, including quality, quantity and consistency of work.
- Reviews financial transactions for completeness, accuracy, and appropriateness; Approves journal entries, cash/investment transfers, and accounts payable vouchers
- Manages month-end close including preparation and/or review of journal entries and reconciliations; reviews monthly financial statements prepared by the accountant.
- Prepares and reviews annual financial statements and related documents.
- Prepares and reviews District budget, providing budget analysis and support to program managers.
- Oversees grant accounting functions including reviewing grants and contracts to ensure compliance with terms and conditions of funding agency, contract provisions, and appropriate budgets.
- Reviews District contracts and grants; monitors expenditures and revenues for compliance, oversees grants reporting, and performs fiscal monitoring.
- Oversees, enforces, and maintains internal controls, segregation of duties, and best practices in the Finance department and Districtwide
- Works with staff to develop, streamline and document procedures; assure services are delivered in an efficient, cost-effective, and productive manner.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

Associated Duties:

- Performs other duties as assigned.
- May serve as back-up Finance Manager.
- Represents management during labor negotiations.

Successful incumbents for this position will have the:

- Knowledge of applicable federal, state, and local laws, regulations, codes and ordinances including, but not limited, to Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB) and Washington State Budget, Accounting and Reporting System (BARS).
- Knowledge of federal and state grant accounting and reporting, including allowable/unallowable costs and cost allocations.
- Knowledge of principles, theories, and practices of governmental accounting.
- Knowledge of workflow planning, development and monitoring of goals, performance measures and work plans.
- Knowledge of correct usage of English, grammar, spelling, punctuation and vocabulary
- Ability to support the district's mission, vision, and organizational goals.
- Ability to demonstrate a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to plan, organize, direct and coordinate the work of self and others.
- Ability to provide leadership, coaching, training, and constructive performance evaluations to staff.
- Ability to establish and maintain trust, confidence and effective working relationships with assigned staff, co-workers, Board of Health, and the public.
- Ability to exercise a high degree of independent and professional judgment in defining and resolving issues, policies and procedures within scope of authority.
- Ability to manage multiple tasks, set objectives and reprioritize as needed.
- Skilled in critical thinking and problem solving.
- Skilled in use of spreadsheets, report development, word processing, databases, and presentation graphics.
- Skilled in reading, interpreting, applying, and explaining codes, rules, regulations, policies and procedures.

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community-based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- Duties may require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations if necessary.
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: Bachelor's Degree in Business, Accounting, Finance or a related field

Experience: Four (4) years of progressively responsible and relevant professional experience including a minimum of one (1) year of supervisory/management experience;

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) or Certified Management Accountant (CMA)
 - In lieu of certification, ability to acquire certification within 18 months of hire
- Experience with One Solution and/or Envision Connect financial software, *preferred*
- Experience with financial software implementation projects, *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Successful completion of a background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Position Description: **Financial Reporting & Audit Supervisor**

Page 4 of 4

Deputy Administrative Officer Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

POSITION DESCRIPTION

Classification:	Communications Supervisor
Title:	Communications Supervisor
Employee Name:	VACANT
Program:	Communications
Division:	Administration
FTE:	1.0
FLSA:	Exempt
Represented Status:	Non-Represented
Salary Range:	19
Position Number:	
Effective Date:	March 16, 2022
Revised from:	

Definition:

Under direction of the Public & Government Affairs Manager, or designee, this position supervises the agency's communications and graphic design work. Oversees the agency's public outreach and marketing activities, as well as internal communication and employee engagement endeavors. Serve as the District's public information officer (PIO), as well as a communications backup to regional partners in the event of emergencies. Act as an internal liaison to coordinate the agency's internal and external communications to promote consistent messaging in an effort to improve public health and enhance awareness of agency programs and activities. Curate and oversee the agency's social media outlets; provide input and guidance to the agency's graphic design functions and features for print, video and social media.

The incumbent is responsible for program supervision, including personnel, contract deliverables, and program data for quality, efficiency, and appropriateness. The individual assigned to this position is expected to apply professional knowledge and expertise to develop effective proactive and reactive communication and public involvement strategies around matters of significance to District initiatives. The incumbent works with internal interdisciplinary team(s) and with community groups, agencies, businesses, and regional partners to address health issues collectively. The incumbent will advise on potential implications of community-based activities and proposed public health policies and initiatives on District operations and the community.

The incumbent will develop, recommend, and implement research-driven marketing and communications plans to augment outreach activities and initiatives delivered across a variety of platforms including digital properties, newsletters, print and broadcast collateral. The incumbent will perform as the communications liaison across the agency to coordinate and implement communications plans throughout the divisions and programs, as well as anticipate potential implications of community-based activities and proposed initiatives on agency operations, activities and external affairs. As the PIO, the incumbent will represent the District as a spokesperson for media inquiries and provide continuous support for emergency communications.

Work is performed under limited management and requires independent judgment and discretion. The Manager or designee sets the overall objectives and resources available. The incumbent develops the specific tasks necessary to complete the work within the timelines given, and is responsible for the work performed, prepares and carries out the work plans, resolves most conflicts that may arise, coordinates work with others and uses independent judgment concerning appropriate methods and procedures. Incumbent will keep the Manager regularly informed of progress, potentially controversial matters and issues with far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work and effectiveness of results.

Examples of Work Performed:

- Perform supervisory responsibilities in accordance with the District's policies and procedures and applicable laws. Assist in interviews; make recommendations to hire; plan, assist, direct, and evaluate work in progress and upon completion; provide performance reviews; recommend and carry out disciplinary actions within scope of classification, up to and including the level of oral warning; address complaints; resolve problems; and approve/schedule leave time.
- Assign work to staff, monitor the work of staff; adjust workloads as appropriate; and provide instruction and training for assigned staff, including quality, quantity, and consistency of work.
- Monitor program goals and objectives; assure that assigned programs comply with contract requirements, deliverable timeframes, and quality control; and assure services are delivered in an efficient, cost-effective, and productive manner.
- Ensure uniformity among staff in the application of rules, regulations, policies, and procedures.
- Represent the district in intra-agency, interagency and regional meetings and projects as assigned.
- Provide input in the development of the annual budget for assigned programs; review and monitor monthly budget reports.
- Provide leadership and oversight of media relations. Prepares Health Officer, Administrative Officer, Board of Health, senior leadership and staff for media contacts and events. Anticipates media dialogue and prepares staff accordingly. Serves as advisor to Board of Health and District management team on appropriate communications for high profile and/or politically sensitive issues or initiatives.
- Oversee the development and implementation of a district-wide communications plan to effectively communicate the District's goals and initiatives, increase awareness about the District to the public, encourage public participation in District endeavors, and increase the District's visibility in local, regional and state arenas through public relations, media relations, marketing, branding, and public information. Collaborates with staff to identify the most effective outreach methods and relevant information to be communicated, putting technical information into clear and compelling terms, and identifying appropriate strategies.
- Ensure the District's web and social media presence is maintained with "content curation" and design support; review, monitor and adapt to website and social media analytics.
- Develop public involvement, marketing, and branding strategies to make information understandable, engaging, and accessible through virtual and physical meetings and forums involving the public. Make recommendations regarding strategies to better embrace community outreach.
- Provide staff training and support for media related work, including appropriate use of agency branding materials ("SnoStyle"), use of plain language, web and social media and other communications or graphics related software; provide guidance on best practices with templates and professional design services.
- Serves as the District's Public Information Officer (PIO):
 - Develops effective strategies for media engagement and produces media releases

- Receives and responds to inquiries from the media, public officials, and the public. Identifies content experts and spokespersons as needed.
- Researches information and provides clarification on issues of particular interest to the public.
- Provides strategic advice and guidance regarding key messages, talking points and timing.
- As needed, serves as the District's spokesperson.
- Assures accurate and timely annual reports, fact sheets and brochures and other written materials.
- Writes or edits speeches, presentations, and talking points for Health Officer, Administrative Officer and other spokespeople, including Board of Health members.
- Develops and supports processes for obtaining community feedback on District services and participation in developing health policy and in identifying program needs.
- During an emergency, serve as liaison to the Snohomish County Joint Information Center (JIC).
- Regularly attends local jurisdiction and partner meetings, city council meetings and study sessions, hearings, and workshops to assure public health input and provide District presence.

Associated Duties:

- Performs other related duties as requested.

Required Knowledge, Skills and Abilities:

- Knowledge of print, media and/or public relations
- Knowledge of Adobe Creative Suite or equivalent
- Knowledge of effective writing and public speaking skills
- Knowledge of communications principles, tools and strategies
- Knowledge of correct usage of English, grammar, spelling, punctuation and vocabulary
- Knowledge of desktop computer skills in the areas of spreadsheets, word processing, databases, presentation graphics, and social media platforms
- Knowledge of applicable federal, state and local laws, regulations, codes and ordinances
- Knowledge of local government and the political process
- Knowledge of workflow planning, development and monitoring of goals and work plans
- Ability to apply research and analytical methods and techniques to broad, specialized or unique topics
- Ability to understand and translate technical subject matter and terminology
- Ability to read and interpret laws, regulations and guidelines written by federal, state and local agencies
- Ability to think strategically and listen effectively
- Ability to organize and coordinate the work of self and others
- Ability to provide leadership, motivation, and constructive feedback to others
- Ability to establish and maintain trust, confidence and effective working relationships with co-workers, Board of Health and the public
- Ability to exercise independent judgment in defining and resolving moderate to complex issues, within scope of authority
- Ability to work on several projects concurrently
- Ability to work confidentially and with discretion
- Ability to meet schedules and timelines
- Ability to define problems, collect data, establish facts and draw valid conclusions

- Ability to effectively present information to groups including the Board of Health, various committees, co-workers, or the public
- Ability to work both independently and cooperatively within a collaborative team-oriented environment
- Ability to maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date
- Ability to fulfill the commitment of the District to provide outstanding customer service.
- Skilled in communicating effectively both orally and in writing
- Skilled in computer operation and a variety of software including web management, word processing, spreadsheet, database, and other applications related to the position

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer and mobile technology. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel in some instances.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations, locations within Snohomish County and within Region 1 (5 counties).
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally.
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: Bachelor's Degree in Communications, Public Relations, Marketing, Business or a related field;

Experience: Four (4) years of progressively responsible and relevant professional experience, including a minimum of one (1) year of supervisory or management experience;

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other Requirements:

- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

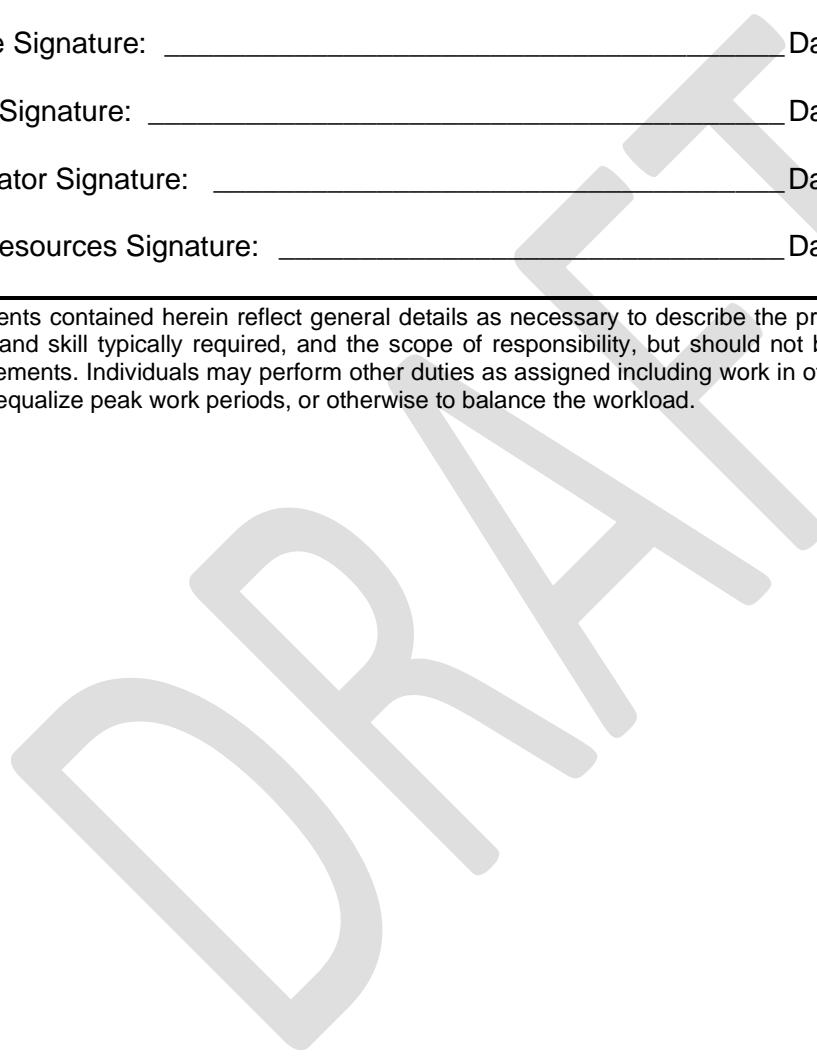
Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.



POSITION DESCRIPTION

Classification:	Environmental Health Specialist III
Title:	Technical Writer
Employee Name:	
Program:	Land Use, Safe Environments, Food Safety
Division:	Environmental Health
FTE:	1.0
FLSA:	Non-Exempt, Term Limited to two (2) years
Represented Status:	XXX
Salary Range:	\$70,644 – \$99,396
Position Number:	
Effective Date:	July 1, 2022
Revised From:	

Definition:

Under the direction of the Environmental Health Assistant Director, or designee, the incumbent performs a variety of technical assignments involving research, development, and the update of technical documents, including the Snohomish Health District Code, fee schedules, standard operating procedures, policy and instruction procedures and manuals, work instructions, and technical/safety protocols and best practices. Incumbent will gather and discern information from sources including internal documentation, publications and documentation from partner agencies, and interact frequently with subject matter experts. Incumbent will review and edit written materials by others and ensure document uniformity and consistency, arrange for codification, distribution and posting of document on the District website. Incumbent will ensure that documents are complete, understandable, and accurately represent the appropriate visual presentation of data, prepare reports and memos in response to internal and external group findings and recommendations, and provide management with the evidence and data to aid in strategic planning decisions related to code or procedure updates. Incumbent will maintain revision records, ensure accurate version control and audit trail. Ability to communicate effectively to people at all levels of the organization, both orally and in writing.

Knowledge of research techniques, policy practices, and procedures in general office review, regulatory codes and the codification procedure, and other technical support work. Knowledge of the facilitation of information gathering from technical experts. The incumbent will utilize advanced technical administrative expertise, above average competency with computers and technology, writing and grammar skills, and ability to make independent decisions and judgements.

Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for professional competency, adherence to the goals and objectives of the program, technical soundness and conformity to procedures, regulations and objectives.

Examples of Work Performed:

- Review SHD codes for conflicts with state or federal regulations
- Review internal memos, documents, and procedures for conflicts with SHD code
- Review SHD code against neighboring or appropriately comparable local health jurisdictions for consistency
- Interview and facilitate conversations with technical experts regarding desired language changes
- Update SHD code to reflect desired future language
- Walk code updates through Board of Health approval, codification process and distribution
- Review existing procedures for consistency with new code and update as necessary
- Updates and uses computerized data management systems.

Associated Duties:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles, procedures, functions and practices in the environmental health field.
- Knowledge of environmental health programs, goals and objectives.
- Knowledge of computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.
- Knowledge of environmental health programs, laws, regulations and policy processes.
- Knowledge of public health policies, procedures, and structure.
- Knowledge of applicable local, state, and federal laws, codes, regulations and ordinances.
- Knowledge of the codification process.
- Knowledge of Washington public records act.
- Skilled in use of interpersonal skills using tact, patience and courtesy.
- Skilled in positive and effective interaction with individuals of diverse cultural, social and economic backgrounds.
- Must be resourceful searching out answers using any available resources and be tech savvy, able to figure out new technology/software with little to no assistance.
- Skilled in effectively operating computer systems in the area of assignment; making program modifications and troubleshooting problems.
- Skilled in performing tasks within area of assignment.
- Ability to utilize correct English usage including grammar, spelling and punctuation.
- Ability to establish and maintain effective working relationships with staff, District officials, colleagues, professionals, and partner agencies.
- Ability to perform work under pressure for deadlines.
- Ability to listen attentively and communicate effectively and persuasively, both orally and in writing, including making presentations to diverse audiences.
- Ability to apply sound independent judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Ability to use tact, discretion, respect and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.
- Ability to read, understand, interpret and appropriately apply the terminology instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Ability to assure that confidentiality is maintained as required and sensitive information is handled appropriately.
- Ability to fulfill the commitment of the District to provide outstanding customer service.
- Ability to deal with the public in a courteous manner in situations which can be confrontational.

- Ability to coordinate and collaborate reports and information from a variety of sources with unique, detailed, complex, and/or vague procedures or regulations.

Job Location, Working Conditions and Equipment Utilized:

The incumbent will generally work in an office setting. The noise level in the work environment is usually moderate. The incumbent may be exposed to individuals who are irate or hostile. Typical business office machinery and equipment used include, but are not limited to computers, telephone, fax, copier, calculator, and projector.

Required Physical Traits:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel, crouch, or crawl; and the ability to distinguish odors in the performance of field and office duties.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: Requires a Bachelor's Degree from an accredited institution involving major study in English, communication, business administration, technical writing or other closely related subject.

Experience: Requires 2 years of experience performing technical writing work.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Fluency in a foreign language, *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Assistant Division Director Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

DRAFT