

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Department Head Master	RANGE:	
DEPARTMENT:		FLSA:	E
REPORTS TO:		EEO:	1

SUMMARY

Directs the administration of the (*specific department*) and is accountable for the efficient and effective performance of the Department and the preparation of timely and professional service advice, analyses and reports as a basis for planning, funding and implementation of policy. Responsible for planning, organizing, directing, coordinating and evaluating the efforts of staff. Works with other agencies and groups to accomplish the work, mission, goals and vision of the Department and the County. Ensures compliance with department/county policies and procedures, collective bargaining agreements and legal requirements. Oversees the management of programs and staff in a manner that ensures fulfillment of the Department's and County's missions. Ensures expenditures remain within approved budget. Develops relationships with staff, other departments and individuals outside county government that encourages participation, teamwork, effective relationships and use of resources. Represents Whatcom County by maintaining a professional approach and demeanor in all activities.

Depending upon assignment, the incumbent may perform some or all of the following duties, and those on the applicable supplemental job description, which are a representative sample of the level of work appropriate to this position.

OR

Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Manages effective administration of the department such as human resource management, financial management, efficient use of resources, legal compliance and timely execution of duties and roles performed by the Department. Areas of responsibility include, but are not limited to (*specific to assigned area*).

Develops and implements strategic short and long-range plans, programs, goals and objectives. Facilitates and coordinates cooperative planning in conjunction with other departments and entities. Reviews and updates planning recommendations. Directs activities with available personnel and in compliance with guidelines, procedures and regulations. Promotes teamwork within the County. Identifies trends and problems hindering progress and develops and implements recommendations for problem resolution.

Prepares and justifies department budget. Monitors and maintains expenditures within approved budget. Implements cost effective measures and uses resources and technology effectively to increase productivity. Negotiates contracts for services between the Department and outside entities or consultants. Assures grant and contract compliance.

Selects new employees. Determines department training needs to meet changing system or program demands. Establishes performance standards. Assigns, supervises and evaluates work consistent with assigned job description. Conducts and/or reviews performance evaluations to guide the development of employees, provide a record of performance and ensure consistent evaluations throughout the department. Interprets and applies collective bargaining agreements and personnel policies. Reviews, revises and authorizes consistent employment actions. Initiates, documents and implements disciplinary actions. Resolves and documents grievances, works in conjunction with Human Resources concerning grievances and on other sensitive personnel matters.

On an on-going basis, researches, reviews, interprets and prepares data to analyze and makes recommendations about which programs and/or major project proposals should be initiated, modified or dropped. Sets policy, assesses and assures compliance, and interprets and applies regulations equitably. Assures appropriate policies, procedures and tasks are created and updated. Ensures enforcement of ordinances, state and federal rules and regulations, policies and procedures. Makes administrative decisions.

Responds to or supervises the resolution of the most sensitive or complex inquiries, complaints, emergencies or requests for information from other departments and the public in a courteous manner. Emphasizes public accountability and a positive public service approach with staff. Identifies and addresses customer needs. Represents the County as spokesperson at public meetings.

ADDITIONAL JOB DUTIES

Performs work on special projects that may be outside normal area of assignment, as directed.

Performs other duties as assigned.

QUALIFICATIONS

Requires a (*Bachelor's or Master's*) degree in (*specific area*) or a related field, **AND six** years progressively responsible related experience **INCLUDING three** years of supervisory/management experience.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description (*and the appropriate supplemental job description*).

Organizational and community dynamics and principles and practices of leadership, management and supervision.

Applicable local, state and federal laws, rules, regulations, policies and procedures related to areas of assignment.

Fiscal management including budget preparation, grant administration, service and intergovernmental contract negotiation and administration, expenditure control and record keeping.

Computer operation and a variety of software including word processing, spreadsheet, database and other applications specific to the area of assignment

Safety and security hazards, precautions, standards, policies and procedures pertinent to the area of assignment.

Requires the ability to:

Strategically plan, prioritize, coordinate, organize, and evaluate staffing and services. Train, direct, and coach staff. Administer and change plans, policies and work programs.

Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other entities, department heads, co-workers, employees and diverse members of the public.

Apply sound judgment and problem-solving techniques to evaluate operations, to make reasoned, timely and consistent decisions and to facilitate the effective resolution of problems, grievances and complaints.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and/or directing preparation of comprehensive written reports, materials and correspondence.

Effectively promote the commitment of the County to provide outstanding public, intra- and inter-departmental customer service.

Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.

Provide leadership and maintain a high level of personal and professional integrity and honesty.

Work effectively in a multi-task environment, effectively delegate responsibility and authority, and respond to and reconcile competing interests.

Read, understand, interpret, analyze and provide direction to assure appropriate application of policies, procedures, legal requirements and regulations.

Promote staff and team development and high performance by assuring regular, effective and consistent feedback and evaluation.

Estimate and analyze costs and effectiveness of programs. Monitor and interpret fiscal and statistical information.

Develop ways to identify, improve and promote efficient systems and processes.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.

Work independently and cooperatively as a member of a team.

SPECIAL REQUIREMENTS

Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment.

Background check must meet County criteria.

Must obtain a First Aid/CPR card within six (6) months of employment and maintain throughout employment. (check to see if required)

Must pass job-related tests.

Appropriate professional certifications, licensure or memberships.

WORKING CONDITIONS

Works in an office or meeting setting (*and at field locations*). Sits or stands for long periods of time. May occasionally lift and carry items weighing up to *job specific* pounds. Attends meetings or performs duties outside of normal office hours. Moves throughout the County's facilities. Periodically drives motor vehicle to perform duties at other sites or travel out of the County. *If the position drives frequently, change to Frequently drives motor vehicle to perform duties in the field, at multiple sites, or travel out of the County. May travel by boat, airplane or helicopter and may stand for long periods of time outside in all types of weather. May work near noisy machinery with the possibility of exposure to a variety of bloodborne pathogens and environmental and chemical allergens standard to the area of assignment.* Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established safety policies, practices and procedures.

The statements contained herein reflect, as of the date signed, 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. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status.

Employee Status: This is an FLSA exempt position and as such is paid on a salaried basis and is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

Signature

Date

Administrative Use			
JDE Job Entry		JDE Special Requirements	
Job Code:	Reason for Change:	Security: Level	Medical Privacy: Y/N
Job Group:	Standard Language	Driving: Frequency	Physical Capacity: Y/N
W/C Code:	New duties	CDL: Y/N	Physical: Y/N
Group:	Reclassification	BBP: Y/N	Polygraph: Y/N
		Cash Handling: Y/N	Psychological: Y/N
Performance Evaluation Form: (code only ie. B9)		Job Title HR Rep Date	

Article 3 The Executive Branch

Section 3.10 Composition and Powers.

The executive branch shall be composed of the County Executive, the County Assessor, the County Auditor, the County Treasurer, the County Sheriff, the officers and employees of administrative offices and executive departments established by this Charter or created by the County Council and the members of boards and commissions, except boards which have quasi-judicial powers. The executive branch shall have all executive powers of the County under this Charter. (Ord. 2005-075 Exh. A)

Section 3.20 The County Executive.

The County Executive is the Chief Executive Officer of Whatcom County.

Section 3.21 Election and Term of Office.

The County Executive shall be nominated and elected by the voters of the county, and the term of office shall be four years and until the successor is elected and qualified. (Ord. 2011-026 Exh. A; Amended by referendum 1986)

Section 3.22 Powers and Duties.

As Chief Executive Officer, the County Executive shall have all the executive powers of the County which are not expressly vested in other specific elective officers by this Charter. The County Executive shall have the power to:

- (a) Supervise all administrative offices and executive departments established by this Charter or created by the County Council.
- (b) Execute and enforce all ordinances and state statutes within the county.
- (c) Present to the County Council an annual statement of the governmental affairs of the County and any other report which may be deemed necessary.
- (d) Prepare and present to the County Council budgets and a budget message setting forth proposals for the County during the next fiscal year.
- (e) Prepare and present to the County Council comprehensive plans including capital improvement plans for the present and future development of the county.
- (f) Veto any ordinance adopted by the County Council except as otherwise provided in this Charter.
- (g) Assign duties to administrative offices and executive departments which are not specifically assigned by this Charter or by ordinance.
- (h) Sign or cause to be signed, on behalf of the County, all claims, deeds, contracts and other instruments.

The specific statement of particular executive powers shall not be construed as limiting the executive powers of the County Executive. (Amended by referendum 1986; Ord. 2005-075 Exh. A)

Section 3.23 Appointments by County Executive and Confirmation.

The County Executive shall appoint the chief officer of each executive and administrative department and office, except all elected offices; and shall appoint the members of all boards and commissions except as otherwise provided in this Charter. The appointments by the County Executive shall be subject to confirmation by a majority of the County Council. The County Executive may appoint a confidential secretary and administrative assistant without Council confirmation. The term of office of any board or commission member shall not be longer than four (4)

years. Terms of members of boards and commissions shall be limited to two (2) consecutive full terms.

Section 3.24 Appointments by the Chief Officers.

The chief officer of each administrative office and executive department shall appoint all officers and employees of the office or department and shall comply with the rules of the personnel system when appointing officers and employees to positions covered by the personnel system. (Amended by referendum 1986)

Section 3.25 Qualifications.

The chief officers appointed by the County Executive shall be appointed on the basis of their abilities, qualifications, integrity and prior experience concerning the duties of the office to which they shall be appointed.

Section 3.26 Executive Pro Tempore.

The County Council, at its annual election, by majority vote, may designate one of its number as Executive Pro Tempore, or in lieu thereof, the Council may appoint any qualified person to serve as Executive Pro Tempore.

The Executive Pro Tempore shall hold office at the pleasure of the Council, and in case of the absence or temporary disability of the Executive, perform the duties of Executive except the Executive Pro Tempore shall not have power to appoint or remove any officer, or to veto any acts of the County Council. (Amended by referendum 1986)

Section 3.30 Administrative Offices.

The administrative offices of Whatcom County shall consist of those agencies of the executive branch which primarily provide administrative services for the various agencies of County government. (Ord. 2005-075 Exh. A)

Section 3.40 The Executive Offices.

The executive offices shall consist of the departments of the County Assessor, the County Auditor, the County Treasurer, the County Sheriff and those agencies of the executive branch which are primarily engaged in the execution and enforcement of ordinances and statutes concerning the public peace, health and safety and which furnish or provide governmental services directly to or for the residents of Whatcom County.

Section 3.50 Other Elected Officials

Other elected officials include the Assessor, Auditor, Treasurer and Sheriff.

Section 3.51 Election and Term of Office.

There is hereby created by the adoption of this Charter the office of County Assessor, County Auditor, County Treasurer and County Sheriff. These elected officers shall be nominated and elected by the voters of the county, and their terms of office shall be four years and until their successors are elected and qualified. (Ord. 2011-026 Exh. A; Ord. 2005-075 Exh. A)

Section 3.52 Powers and Duties.

The County Assessor and Sheriff created by adoption of this Charter shall have the powers and duties of their respective offices as provided by general law, provided that these offices and those of the Auditor and Treasurer shall be subject to the personnel, budgeting and any other policies set by the County Council.

The County Auditor shall be the recorder of deeds and other instruments which are required by law to be filed and recorded in the County; shall issue licenses and other records, as specified in County law and as an agent of the state; shall certify and administer all elections within the County, as part of these duties shall publish and distribute a local voters pamphlet for all primary and general elections, and maintain voter rolls and records; shall audit County financial systems, records, and management procedures for compliance with recognized accounting principles and conformance to federal, state, and County laws, policies, and procedures; shall insure the adequacy and standing of

County finances through certification of an annual financial report; and shall perform other duties as specified by County law.

The County Treasurer shall be the official responsible for tax and assessment billing and receipt of money due the County; shall disburse funds for the County; shall be responsible for banking relationships, cash and debt management, and investment of funds; shall maintain necessary records and submit regular reports on treasury activities; and shall perform other duties as specified by County law. (Ord. 93-043; Ord. 2005-075 Ex. A; amended by referendum 2005)

Section 3.53 Appointments by Elected Officials.

The County Assessor, Auditor, Treasurer, and Sheriff each shall hire all officers and employees of the office or department and shall comply with the rules of the personnel system when appointing officers and employees to positions covered by the personnel system. (Amended by referendum 1986)

Section 3.54 Qualifications.

The chief officers appointed by the County Assessor, Auditor, Treasurer, and Sheriff shall be appointed on the basis of their abilities, qualifications, integrity and prior experience concerning the duties of the office to which they shall be appointed.

Section 3.55 County Prosecuting Attorney.

The County Prosecuting Attorney shall have all the powers, authorities and duties granted to and imposed upon a Prosecuting Attorney by State law.

Section 3.60 Appointed Executive Officers.

The appointed Officers are the Clerk of the Superior Court and the County Medical Examiner.

Section 3.61 Clerk of the Superior Court.

The Clerk of the Superior Court shall be appointed by the County Executive and confirmed by a majority of the County Council from a list of at least three candidates submitted to them by the Superior Court Judges. Except as provided in this section, the Clerk shall be subject to the personnel, budgeting, purchasing, property control and records management systems as provided in this Charter, or by any ordinance or resolution as the Council may direct.

Section 3.62 County Medical Examiner.

The County Medical Examiner shall be appointed by the County Executive from applicants approved by the Whatcom County Medical Society and the County Sheriff and shall be confirmed by the County Council. The Medical Examiner shall have an M.D. or D.O. degree and be licensed to practice medicine in this state. The Medical Examiner shall perform duties as prescribed by general law or by ordinances or resolutions adopted by the Council and shall receive compensation as determined by the Council. The Council shall declare by ordinance that the responsibility for property of the deceased be delegated to an officer of the court or county other than the Medical Examiner.

Disclaimer: The Clerk of the Council's Office retains the official version of the Whatcom County Charter.

County Website: <http://www.whatcomcounty.us/>
(<http://www.whatcomcounty.us/>)
County Telephone: (360) 676-6690
Code Publishing Company
(<http://www.codepublishing.com/>)
eLibrary
(<http://www.codepublishing.com/elibrary.html>)

