

## *Professional Positions in Department of Natural Resources and Parks, Solid Waste Division*

### **Accountant**

Ongoing monitoring of financial activities, assuring the accuracy of daily cash and bank card transactions, reconciling financial data from various systems, and preparing financial documents.

### **Accountant – Assistant**

Posting transactions and journal entries to individual accounts to accurately record the financial status of the county and collecting, retrieving, researching, and reconciling financial information.

### **Accountant Senior**

Maintenance and reporting of data in compliance with the requirements of Generally Accepted Accounting Principles (GAAP), inter-fund transfers, allocations, reconciliations, research and analysis, technical expert for division management and staff, and is responsible for the general ledger, capital asset management, and cost accounting structure of the division.

### **Administrative Specialist II**

Wide variety of office support, scheduling, and calendar management, providing specialized, technical, or program-specific information, and excellent customer service.

### **Administrator I & III**

Administrative services such as personnel, budget, problem solving, program development, key adviser and coordinator for multiple work programs and administration functions for a unit, section, division, or department.

### **Asset Management Program Manager (PPM III)**

Support and coordination to those that build, buy, maintain, and retire assets and directly participate in the modernization of asset management program.

### **Budget Analyst**

Supports Budget Lead, program managers and senior staff in the development, monitoring, and maintenance of the budget, operating funds, capital program, financing structure for the capital program.

### **Business & Finance Officer II/III/IV**

Analyze budget requests, programs and legislation, special studies and projects that contribute to management and policy decisions made by managers up to supervise staff or perform highly technical specialized financial and management analyses.

### **Capital Project Manager I/II/III/IV**

Senior-level technical engineering support services and entry-level architectural engineering design and construction management up to supervision of a work unit or program and staff of multiple projects.

### **Communications Specialist II/III**

Communicate the assigned agency's purpose and to provide a means for external and internal information, involvement and communications up to providing a high level of technical expertise or supervising assigned staff.

### **Communications and Records Supervisor**

Supervise a multi-disciplinary staff responsible for internal communications, public involvement including advisory committee support graphic design, record keeping, and public disclosure response.

### **Contract Specialist I/II/III**

Procurement of technical, professional, community agency, engineering and/or architectural consulting services and contracts and/or in monitoring contracts

### **Contracts Manager**

Provide leadership for procurement and contract administration related issues. Supervise a Centralized Contract Management unit

### **Customer Service Specialist II/III**

Receive and handle callers' inquiries and/or complaints and responding to information requests.

### **Division Director**

Reporting to the Department Director, responsible for ensuring that Solid Waste Division' daily business operations and capital project delivery are efficient, effective, and accountable, managing and interacting within government agencies.

### **Deputy Division Director**

Responsible for ensuring that daily business operations are efficient, effective, and accountable. Manage and interact within an environmental regulatory setting.

### **Employee & Labor Relations Representative**

Labor negotiations, labor contract administration, and investigation and resolution of employee relations issues and grievances.

### **Engineer I/II/III/IV**

Development and implementation of engineering projects, engineering design, construction management, cost and scheduling, and project management and up to supervisory responsibilities.

### **Enterprise Service Manager**

Lead diverse business organization's overall management and administration of the centralized contract management, financial operations (budget and accounting), customer service units, managing relationships and senior leadership team member.

**Environmental Compliance Coordinator**

Works across sections and disciplines to ensure that the complex and interrelated compliance responsibilities are met in a planned and organized manner.

**Environmental Program Manager Supervisor**

Manage the technical and business operations of assigned environmental programs including providing technical assistance to staff and internal and external clients.

**Environmental Scientist I/II/III/IV**

Assist the Field Engineering Unit in conducting environmental sampling of groundwater, stormwater, wastewater, and atmospheric hydrogen sulfide independently and in coordination with other Field Engineering Unit crew members at landfills, transfer stations, and other properties.

**Executive Secretary/Assistant I**

Ensures the Director is aware, prepared, and responsive to issues and opportunities as they arise, working across the division, other County agencies, and external parties and advises, plans, coordinates activities ranging from daily work to large events and a member of the Solid Waste Division Management Team.

**Fiscal Specialist I/II/III**

General financial, accounting and/or fiscal support such as maintaining numeric records and receiving, retrieving and filing financial information up to performing technical or specialized financial, accounting and/or fiscal services.

**Government Relations Administrator**

Effective problem solver, sensitive to how people and organizations work, a skilled negotiator, diplomat, management of the legislative process, development of agreements with cities, research issues raised by cities and Senior leadership team member.

**Health & Environmental Investigator I/II/III/IV**

Ensures compliance with environmental codes, regulations and policies by inspecting or auditing properties, businesses or waste streams.

**Human Resource Associate**

Perform a wide range of human resource activities in support of a human resource function.

**Human Resource Analyst**

Oversee employee recruitment and other human resources functions.

**Human Resource Analyst-Senior**

Oversee employee recruitment, design and implement human resource systems processes, administer and/or coordinate human resource functions.

**Human Resource Manager II**

Managing comprehensive human resources services and programs for a division, supervisors and serves as the agency's central point of contact regarding human resources.

**Junk Vehicle (Health & Environmental Investigator II)**

Assists King County residents in obtaining necessary paperwork to enable them to have abandoned vehicles removed from their properties.

**Managing Engineer**

Manage section with multiple engineering work units and/or programs. Supervise and direct the work of other supervisors, program managers and professional, technical and support staff and the day-to-day administration of the sections technical and professional engineering work units.

**Operations Manager**

Managing, directing and administering the daily operations of multiple County owned facilities. Supervise assigned staff, plan, coordinate and lead the execution of initiatives and goals.

**Operations Manager- Assistant**

Assist the Operations Manager in the daily operation of assigned agency functions, execution of Division initiatives and goals, daily operation and maintenance of the landfill and supervise staff directly or through subordinate supervisors.

**Payroll Specialist**

Processes payroll, ensure employee paychecks are produced in an accurate and timely manner through the PeopleSoft payroll system, identify and resolve employee payroll related issues.

**Payroll Supervisor (Administrator III)**

Manages payroll, ensure employees are paid timely and accurately while ensuring that all contractual and regulatory requirements are met, program development and administration functions and budget. Supervise other payroll staff.

**Project/Program Manager I/II/III/IV**

Perform limited analytical, planning and coordination work, up to supervision of work units or multi-disciplinary work teams and budget; supervision of complex research analysis or planning projects or management.

**Project Management Office Manager (Managing Engineer)**

Strategic leader of Project Management Office, senior leadership team member, provides planning, management, and delivery of the largest, highest risk and most visible Capital Improvement Program (CIP) projects for the Division and supervise capital project managers and project control staff.

**Real Estate Portfolio Coordinator – Special Projects Manager I**

Coordinating the day-to-day real property activities, including property management guidance for the Division, support real property investigative studies, permitting, and transactions to assist in the purchase of property, coordinate with the county's Real Estate Services on the formulation, execution, and management of lease agreements.

**Records Management Specialist**

Provide centralized services for the maintenance, protection and reference of public records and historical information.

**Recycling & Environmental Services Manager**

Plan, manage, design, implementation and promotion of cost-effective waste reduction and recycling programs, senior management team member and direct and supervise staff.

**Safety Program Manager**

Split between field working with front-line employees and Operations Management on establishing, monitoring, and ensuring the enforcement of safe work practices and procedures and the other half provide complex analysis, problem-solve, and implement the safety program and associated training.

**Safety & Emergency Planning Supervisor**

Lead the field-based operations team as well as office staff to assess risks, develop and implement policies, provide training, monitor performance and achieve continuous improvement towards established goals, working across the division, other County agencies, and external parties, ensure the organization is prepared to respond effectively in the face of emergencies and senior leadership team member.

**SEP Associate II**

Employees accepted into the Supported Employment Program. Use of basic computer functions, detailed instruction for routine work assignments performed under continuous supervision from supervisors and leads. New tasks and assignments are presented to the employee with the support from a job coach.

**Strategic Planning Manager I**

Coordinate strategic planning, line of business operational planning, communications, and marketing. Facilitate the development and administration of the strategic planning, communication, and budget forecasting. Supervise unit staff.

**Strategic, Communication & Planning Manager**

Manage the development, implementation, and administration of the long-range strategic planning program, comprehensive plan and business plan, and supervise staff.

**Supervisor I/II**

Supervise on the most complex and/or sensitive personnel and safety issues up to working independently under minimal direction in a trades environment supervising individual or multiple work groups within a section, scheduling the day-to-day and annual operations, and monitoring the budget for assigned work unit(s).