



## Snohomish County Administrative Coordinator (Office of Energy & Sustainability)

<b>SALARY</b>	\$5,124.70 - \$6,540.57 Monthly \$61,496.40 - \$78,486.84 Annually	<b>LOCATION</b>	Everett, WA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-CNR0903P-DEC
<b>DEPARTMENT</b>	Dept of Conservation & Nat Resources	<b>DIVISION</b>	Office of Energy & Sustainability
<b>OPENING DATE</b>	12/31/2025	<b>CLOSING DATE</b>	1/14/2026 11:59 PM Pacific

### Description



Are you an energy or weatherization professional with a passion for customer service, creativity, and making a positive impact in the community? If so, then the Snohomish County Office of Energy and Sustainability is the place for you! We are looking for an experienced professional to join our Weatherization Program team.

The Office of Energy and Sustainability, a division of Snohomish County Conservation and Natural Resources, is hiring an **Administrative Coordinator** for the Weatherization Program. In this role, you will use a wide range of administrative practices, as well as programmatic and administrative skills, to support and guide applicant and staff involvement in implementing the Weatherization Program. The ideal candidate will have excellent communication and customer service skills, be highly self-motivated, and able to work collaboratively as part of a team.

The Snohomish County Weatherization Program provides weatherization-related assistance to over 100 homes per year through many different methods, such as insulation, air sealing, duct work, heating repairs, safety repairs, and client education. We provide high-quality service to program participants to help improve the health and safety of their home and save money on their utility bills.

The Office of Energy and Sustainability maintains a collaborative work environment where innovation, team-work, and continuous improvement are paramount. Apply to join our team today, where you can have both a fulfilling job and lifelong career at Snohomish County.

Job offers are contingent on successful completion of reference and background checks. Snohomish County will not sponsor or take over sponsorship of an employment visa for this opportunity. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

**About the Department of Conservation and Natural Resources (DCNR)**

The Snohomish County Department of Conservation and Natural Resources (DCNR) includes the Division of Surface Water Management, the Division of Parks and Recreation, the Office of Energy and Sustainability and the Office of Agriculture and aims to achieve high-priority environmental sustainability goals. Some of the greatest assets we have in Snohomish County are our unparalleled beauty and abundant natural resources. From the Puget Sound and five watersheds, to forestland, lakes, farms, ranches and parks, our quality of life, economic prosperity and future sustainability are dependent on protecting and improving our environmental resources. Visit the [Department of Conservation and Natural Resources](#) web page to learn more.

**About Snohomish County**

Snohomish County, [north of Seattle](#), is located in northwest Washington between the Puget Sound and the Cascade Mountains. The county has rich scenery, numerous activities and a thriving economy. [Snohomish County](#) is a great place to live, work, play, and raise a family. When joining the Department of Conservation and Natural Resources, you will work in an environment where innovation, collaboration and continuous improvement are highly encouraged and supported. We are proud to offer an outstanding [benefit](#) package to employees and their dependents. We are invested in your success and growth and offer competitive wages, job flexibility and stability, employer paid ORCA cards, and a friendly, diverse team atmosphere where employees are appreciated and make a real difference providing services for our citizens. We strive to not only provide a meaningful job, but a lifelong career.

**[Snohomish County - The Future We Choose](#)****Benefits**

Snohomish County will be invested in your success and growth. We demonstrate this by offering a generous compensation package to our employees. Your salary is only part of your Total Compensation Package. Our benefits include:

- [Retirement](#): County employees participate in the Washington State Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS).
- [Medical](#) benefits: The County offers a choice of three comprehensive medical insurance plan with low deductibles. The county's contribution to this benefit is significant.
- Sick leave: You will accrue 8 hours of sick leave per month.
- Vacation Leave: You will start out accruing 8 hours of vacation leave per month totaling 2.4 weeks of vacation in your first year. Your leave accruals increase based on your years of employment with the County.
- Holiday Pay: The County observes eleven (11) paid legal holidays per year and provides employees with two floating holidays annually.
- Other benefits include [wellness](#), [dental](#), [vision](#), [life insurance](#), [flexible spending accounts](#), [long term disability](#), and more.
- [Deferred Compensation](#): If you choose to participate in the Deferred Compensation Plan (DCP), the County will match your contributions up to 1 percent of your base monthly salary.
- Pay Increases: Each year you will be eligible for a step increase until you reach the top step.
- Cost of Living Adjustment (COLA): County employees typically receive yearly cost of living adjustments.
- Flexible work schedules.
- Career development training.

**Teleworking Options**

The work associated with this position can be performed with a hybrid of remote work and in-office work as needed and assigned. For employees who prefer to work in the office full time, that option is also available.

Employees will be provided with a County issued laptop and must maintain a home workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Snohomish County has a robust collection of tools and resources to support working remotely. A Snohomish County Telework agreement is required for employees assigned to telework.

*Employees must reside in Washington state and within a reasonable distance to their Snohomish County worksite to respond to workplace reporting requirements.*

For information about this job opportunity and posting, please email: [Vicki Remtulla](#).

## Job Duties

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts research and analysis projects as directed; develops, recommends and implements procedural changes for use by clerical employees within the department.
2. Serves as liaison with other departments and divisions as required; represents the Director on task forces and committees as assigned.
3. Develops and maintains manual and computerized management systems for departmental financial, personnel and correspondence systems utilizing available hardware and software.
4. Monitors departmental budget; assists in budget preparations; prepares required documentation for purchases and payments; may prepare support documentation required for contracts, budget transfers, supplemental and emergency appropriations.
5. Provides technical word processing and spreadsheet guidance and training to departmental staff.
6. Prepares and maintains employee time records and payroll information for departmental administrative staff.
7. Maintains custody of and processes confidential departmental information such as employee evaluations and personnel files.
8. Takes, transcribes and edits notes from administrative superior and at formal meetings and/or uses word processing technologies.

### STATEMENT OF OTHER DUTIES

1. May track equipment and inventory.
2. Performs related duties as required.

## Minimum Qualifications

Three (3) years of confidential or executive secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### When assigned to the Department of Corrections:

Candidates for employment must be at least 21 years old at the time of application. High School diploma or G.E.D. certificate. Must be a United States citizen, a lawful permanent resident, or a deferred action for childhood arrival (DACA) recipient as per RCW 41.14.100.

## Additional Information

### KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental budgeting practices and principles
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures

Ability to:

- operate computers and applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public

- maintain necessary records and prepare required reports
- meet deadlines and cope with interruptions
- operate standard office equipment
- take and transcribe shorthand or equivalent as required
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

#### SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment with two (2) plus hours daily on the computer.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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#### **Employer**

Snohomish County

#### **Address**

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

#### **Phone**

(425) 388-3411

#### **Website**

<http://www.snohomishcountywa.gov/2553>

### Administrative Coordinator (Office of Energy & Sustainability) Supplemental Questionnaire

#### **\*QUESTION 1**

Following are a series of supplemental questions designed to assess your job-related experience skills and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate to support your response to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process. **A resume will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" will not be considered.** Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

☐ Yes

☐ No

#### **\*QUESTION 2**

Do you have a valid Washington State Driver's License or the ability to obtain one within thirty (30) days of employment?

☐ Yes, I have a valid Washington State Driver's License

☐ No, but I have the ability to obtain one within thirty (30) days of employment

☐ No, I do not have the ability to obtain one

**\*QUESTION 3**

Do you have three (3) years of confidential or executive secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities?

☐ Yes

☐ No

**\*QUESTION 4**

Do you have experience working in a low-income program conducting interviews, determining eligibility and other program requirements?

☐ Yes

☐ No

**\*QUESTION 5**

Do you have experience working in grant-funded programs?

☐ Yes

☐ No

**\*QUESTION 6**

How many years of experience do you have working in a fast-paced and confidential environment that requires a high level of personal accountability?

☐ No experience to less than one (1) year experience

☐ One (1) year to less than three (3) years experience

☐ Three (3) or more years experience

**\*QUESTION 7**

Which one of the following do you have at least one year experience? (Check all that apply)

☐ Microsoft Outlook

☐ Microsoft Word

☐ Microsoft Excel

☐ Microsoft PowerPoint

☐ Data Entry

☐ Electronic scanning of documents

☐ None of the above

**\*QUESTION 8**

The following essay questions will be scored to determine whether or not you advance to the interview stage. You must score at least 70% to qualify for an interview. Candidates with passing scores will be ranked by supplemental score. You will be awarded points for grammar, spelling, and writing ability. The top scoring candidates will be invited to an interview.

**IMPORTANT: Using AI to generate your responses may result in a lower score or disqualification from further consideration.**

Do you understand that the scores on this portion of the supplemental will determine your eligibility and ranking for an interview, and all experience **MUST** be documented in your employment history?

- ☐ Yes
- ☐ No

**\*QUESTION 9**

**Essay Question** The Administrative Coordinator position requires attention to detail, maintaining a high degree of accuracy and confidentiality in ones' work. Please describe your experience that would ensure success in this type of position.

**\*QUESTION 10**

**Essay Question** Given that this position interacts with the public, describe your customer service experience. Please give an example of an incident that required your customer service skills.

**\* Required Question**