



## King County

### King County Council Position Description

Position: Policy Staff Director	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 134
Council Approved:	Revised July 14, 2014

### Summary

Responsible for the management and administration of committee staff assigned to provide Committee support, train and cross-train staff, conduct policy analysis and research for the standing and regional committees of the King County Council. The Policy Staff Director also consults with Council Management, individual Councilmembers and Committee staff on issues of policy, organization, administration and personnel to ensure the efficient operation of the Council's legislative process. This includes ensuring the uniform and efficient flow of legislative processes by directing, coordinating, and evaluating the progress of legislation including workflow. Makes recommendations regarding committee staff assignments; identifies and cross-levels workload; organizes, assigns and establishes standards for legislative staff. Assists in managing high-profile policy issues that impact one or more council committees. Initiates and participates in developing administrative rules and procedures for enacting legislation. Represents the perspectives of Council Committee Staff back to Management. The Policy Staff Director is a salaried, at-will overtime exempt classification. This position reports to the Chair of the Council but is responsive to all members of the Council and works closely with the Chief of Staff, the Director of Government Relations, Communications Director, Municipal Relations Director and Director of Strategic Policy Initiatives.

### Distinguishing Career Features

The Policy Staff Director is a senior management position that is accountable to the Council Chair and responds to the requests of all Councilmembers. The Director manages issues, recommends committee staffing configurations, and monitors the activities of legislative analysts who are represented by a Collective Bargaining Agreement as well as Committee Assistants who are not. The Director facilitates actions on agenda items and issues.

### Essential Duties and Responsibilities

- a. Oversee the work of and provide support to central staff policy analysts and committee assistants who report directly to policy staff director in accordance with the Council-adopted committee organization chart.
- b. Serve as a coach/mentor and resource for central policy staff – provide guidance on policy analysis; facilitate communications with councilmembers, colleagues, personal and executive staff; help resolve interpersonal conflicts; and identify morale issues.
- c. Establish standards for analytical work and written and oral communications, including presentations; establish guidelines for staff report format and content.
- d. Establish work teams when significant issues involve the subject matter of more than one committee.

- e. Ensure central staff analyses address issues of concern to all members including analysis of regional and local issues and impacts.
- f. Serves as initial point of contact for concerns raised regarding implementation of the Collective Bargaining Agreement covering legislative analysts.
- g. Participates as a member of the Management Team during collective bargaining;
- h. Maintain knowledge of local and regional policy issues that impact the county; bring emerging issues to the attention of the Council.
- i. Develop approaches for cross-leveling of work load where needed.
- j. Monitor major policy issues and when they will come before the council for votes; work with the council clerk to identify and resolve scheduling problems.
- k. Facilitate with legal counsel the review of issues relevant to policy analysis.
- l. Serve as a bridge between policy analysts, clerk and committee assistants to share information or resolve questions.
- m. Identify opportunities for central staff to brief individual councilmembers, the caucuses and personal staff on policy issues.
- n. Collaborate with and seek advice from the chief of staff and other key staff on sensitive and controversial policy issues and other matters.
- o. Participate in weekly Coordination Team meetings with Council leadership to assist in identifying and resolving referral, scheduling and other issues and communicate issues back to central staff as needed. Use opportunity to provide advance notice to Council leadership of emerging issues.
- p. Work with the Executive's deputy chief of staff and with other elected officials and staff to ensure positive working relationships among the staff of the branches; to ensure the Council's perspectives and policy-making responsibilities are understood and respected; to facilitate information sharing and resolve conflicts between staff when they arise.
- q. Ensure that the implementation of the performance evaluation process is fair: holds staff accountable for high-quality work; ensures that goals and objectives are consistent with Council goals; provides for constructive feedback on strengths and weaknesses; and provides an opportunity for staff to identify their goals for training and improvement. Monitors to ensure completion of performance evaluations.
- r. Respond to members' questions about central staffs' analysis or other issues raised either during or outside of the performance evaluation process.
- s. Ensure orientation and training of new employees.
- t. Identify and address inequities and opportunities for promotions and salary adjustments.
- u. Identify and advocate for clarification or change in administrative and human resource policies that affect central staff.
- v. Travels as needed in the advancement of the Council's priorities.

## **Qualifications**

### **Excellent Skills Required in the following areas:**

- Leadership and human relations skills
- Conflict resolution and negotiating skills.
- Analytical, written and oral communication skills.
- Management and supervisory skills.
- Organizational and project planning skills.
- Collective bargaining agreement[s] skills.

### **Required Knowledge**

- Knowledge of the roles of and the relationships among federal, state and local governments, preferably in Washington State.
- Knowledge of legislative processes, preferably in King County.

- Knowledge of the structure of King County government and its mandates and functions.
- Knowledge of regional, local policy issues and challenges that affect King County.
- Knowledge of research and evaluation methods and qualitative and quantitative analytical techniques.
- Knowledge of the principles and practices related to strategic planning, including development of mission, goals and objectives, and measuring performance.
- Knowledge of the principles and practices related to organizational development and organizational behavior, including leadership styles and team building.
- Knowledge of laws, theories and business practices related to labor policies and practices, human resource management, and performance appraisal processes.
- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, emergent technologies and specialized research tools.

### **Required Abilities**

- Ability to develop and maintain positive work relationships with councilmembers, council staff, other county agencies, communities, and outside stakeholder groups.
- Ability to work with diverse personalities and working styles.
- Ability to remain objective and to handle private and confidential communications.
- Ability and commitment to motivate, guide and mentor staff in analyzing proposals, preparing work plans and developing and maintaining collegial and respectful working relationships.
- Ability to analyze the implications of proposals and evaluate, with the assistance of legal counsel, whether the proposals comply with federal, state and county policy, laws, or regulations
- Ability to develop and implement work plans for conducting research and analysis.
- Ability to approach and solve problems in a logical, methodical manner while paying close attention to details.
- Ability to write for and deliver presentations to diverse audiences in a clear, concise, interesting, and logical manner.
- Ability to prioritize workload to meet deadlines.
- Ability to use personal computers and software applications, such as Word, Excel, Access, e-mail and to use the Internet.

### **Education and Experience**

The position typically requires a Master's Degree in public administration, political science, business, economics, or equivalent discipline that will enable job performance and 8 years of experience in managerial and advanced professional level capacity involving analytical, evaluative, and planning work.