

Metropolitan King County Council

Position Descriptions



Position: Director of Government Relations	FLSA: salaried, overtime exempt
Department: Governmental Relations	Salary Grade: 131
Council Approved: April 22, 2013	

Summary

Plans, organizes and directs the activities of the Government Relations office. Plans, develops strategies, manages, represents, and advocates for political, financial, legislative and intergovernmental initiatives to meet the interests and objectives of the Council and the County. Analyzes and interprets highly complex state and federal proposals, laws, and regulations and their impact on the County. The Director of Government Relations is a salaried, at-will, overtime exempt classification. This position reports to the Chief of Staff but is responsive to all members of the council.

Distinguishing Career Features

The Director of Government Relations is a managerial position, responsible for directing, coordinating, facilitating, and accomplishing the Council and County's political and legislative objectives at the state and federal level. The Director is an appointed position and requires considerable skill at and extensive experience at mobilizing and managing County efforts to support and advocate specific legislation.

Essential Duties and Responsibilities

- Plans, organizes, and directs the work of the Government Relations office. Coordinating with legislative and executive branch staff and elected officials, develops, implements and monitors work plans to achieve legislative objectives.
- Provides overall direction for the County's state legislative presence, including developing, recommending, and implementing strategies, methods and resources to advance County interests.
- Develops the Council and County state legislative agenda, including soliciting and integrating legislative priorities of individual organization units, conducting work sessions to establish priorities and goals within the context of the state's legislative and political environment.
- Works cooperatively with County agencies to identify and refine proposed issues included in the legislative package. Prepares and presents legislative agendas for assigned topics/portfolios to the Council.
- Ensures representation of the County's interests throughout legislative sessions, at interim committees, work groups, negotiations, and discussions. Provides guidance for the involvement of County organization units in developing information and materials for use in advocating positions.
- Attends and represents the Council and County at hearing, meetings, and other events. Testifies before legislative committees. Conducts informal and formal negotiations with legislators, members of the executive branch, and other local governments.

- Meets with State policy decision makers to present the County's positions. Proposes and oversees or writes legislative amendments and resolutions in response to legislative developments, often under urgent and sensitive deadlines.
- Develops and maintains effective relationships with members of the State Legislature, the Governor, other state elected and appointed officials, members of Congress, other units of government, citizen groups, state and national municipal and private sector associations and the media to advance matters important to the County.
- Provides policy development consultation, political advice, advocacy, or defense of County interests, management of special projects, leadership on legislative workgroups and analysis of legislation affecting County operations.
- Directs the activities of consultants and lobbyists engaged in promoting or advocating the County's positions and proposals to legislators.
- Establishes and oversees the timely review and analysis of pending legislation. Directs support staff to research and review legislation using reports, meeting minutes, and information from legislative information systems.
- Establishes standards of performance and conduct of subordinate staff. Conducts periodic performance appraisals.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- The position requires advanced knowledge of state and federal legislative processes, steps and influence points, including advanced principles of legislative analysis.
- Requires a in-depth knowledge of the legislative, council, and committee parliamentary rules and procedures.
- Requires in-depth knowledge of the principles and practices of public administrative including financing, taxation, and budgeting.
- Requires a broad working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments and state subdivisions.
- Requires knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- Requires in-depth knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Requires a substantial political acumen.
- Requires a working knowledge of research, comparative analysis, and project steps.
- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized databases and research tools.
- Requires working well-developed math skills to perform statistical and financial analyses.
- Requires knowledge of the statutory and ethical obligations of lobbyists.
- Requires well-developed knowledge of modern English to prepare influential professional reports and talking points suitable for public communication.
- Requires extremely well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch, facilitate group discussions, make formal presentations, apply strategy in discussions and carry out complex negotiations.

Abilities

- Requires the ability to carry out the functions of the position.

- Requires the ability to learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation.
- Requires the ability to setup and sequence steps in conducting research and analysis.
- Requires the ability to understand implications of new information for current and future problem solving and decision-making.
- Requires the ability to testify authoritatively before public bodies and represent the County effectively with legislative, government, business, and community groups.
- Requires the ability to remain objective with politicians and to properly handle private and confidential communications.
- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Requires the ability to develop and maintain positive and influential work relationships with peers, other committees, county organization units, communities, and agencies.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines.
- Requires the ability to work varying schedules and travel to remote locations.
- Requires consistent attendance and punctuality.

Physical Abilities

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and locations.
- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

The position typically requires a Bachelor's degree in public administration, political science, or related discipline and ten years of progressive experience in legislative research, legislative representation, and/or intergovernmental affairs, with four years in a leadership capacity. An advanced degree or law degree is preferred and may substitute for some experience.

Licenses and Certificates

Requires a valid driver's license. May require a professional license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.