



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16239

Proposed No. 2022-0324.2

Sponsors Balducci

1 A MOTION approving the job description for the position
2 of local and regional affairs manager for the King County
3 council.

4 WHEREAS, OR- 0230 of the council's organizational motion compilation
5 requires that the employment and administration committee recommend all job
6 descriptions within the legislative branch of King County to the council for approval, and

7 WHEREAS, the King County council seeks to update the job description for the
8 position of local and regional affairs manager for the King County council;

9 NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 16239

- 10 The job description for the position of local and regional affairs manager for the
11 King County council, Attachment A to this motion, is hereby approved.

Motion 16239 was introduced on 8/16/2022 and passed by the Metropolitan King County Council on 11/1/2022, by the following vote:

Yes: 8 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,
McDermott, Upthegrove and Zahilay
Excused: 1 - von Reichbauer

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

F8830816F1C4427...
Claudia Balducci, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Pedroza, Clerk of the Council

Attachments: A. Metropolitan King County Council Local & Regional Affairs Manager

Metropolitan King County Council

Position Descriptions

Motion 16239



King County

Position: Local and Regional Affairs Manager	FLSA: Salaried, overtime exempt
Department: Local and Regional Affairs	Salary Grade: 127
Council Approved:	Revised: 10/7/22

Summary

The Local and Regional Affairs Manager provides critical project management and communications support to the Local and Regional Affairs team. Under the guidance of the Director of the Local and Regional Affairs, the Local and Regional Affairs Manager produces timely and accurate communication related to matters of local and regional significance; works internally to ensure that the Council's policy and legislative interests are appropriately prioritized; organizes special projects and events on behalf of the Council; and supports the efforts of relevant boards, committees, and other organizations. This is a salaried, at-will, overtime exempt classification.

Distinguishing Career Features

The Local and Regional Affairs Manager is a strategic and analytical communicator, relationship-builder, and project manager who will work to enhance the values, goals, communications and policy objectives of the Council with internal and external audiences.

Essential Duties and Responsibilities

Local and Regional Affairs

- Work with the Director of Local and Regional Affairs, Councilmembers, and staff to shape and promote Council initiatives, policy, legislation, and external engagement efforts with King County's municipalities, regional organizations, special purpose governments, and related organizations.
- Produce a wide range of communications in support of the Council's local and regional policy efforts, including reports, presentations, fact sheets, talking points, correspondence, and infographics; leverage both internal and external resources to assist with communications as appropriate.
- Provide internal support for the Director of Local and Regional Affairs by fielding staff inquiries and prioritizing requests for information; coordinate with central staff, district staff, executive staff, and others to ensure that the Council's needs are effectively met.
- Attend meetings, monitor trends, and report on developing issues in local and regional government entities across King County. Participate in meetings on behalf of the Director upon request.
- Monitor daily Council and committee activity to remain up-to-date with meetings, agendas, and proposed legislation.

Project and Event Management

- Plan, coordinate, and participate in events, meetings, and special proceedings, including board and commission meetings, committee and council meetings, appointments, and dissolution proceedings.
- Manage the expectations of participants and elected officials for all special events; ensure that events and activities are conducted in an orderly manner and comply with King County Code and other requirements.
- Under the supervision of the Director, coordinate efforts with Local and Regional Affairs project administrators to ensure that the team is working efficiently and effectively.

Qualifications

Knowledge and Skills

- Professional experience in government relations, public relations, and/or community engagement.
- Outstanding communications skills, including writing and editing, public speaking, and presentation skills.
- Strong analytical skills with an ability to exercise discretion and good judgment.
- Excellent organizational and project management skills, with the ability to move a project through from concept to completion with very little supervision.
- Understanding of government structure, public administration, and the legislative process, including policy analysis.
- Project ownership and an ability to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having competing objectives.
- Basic knowledge of human behavior, individual differences in ability, personality and interests, learning styles, and motivation.

Abilities

The Local & Regional Affairs Manager must have the ability to:

- Produce professional, accurate, and timely communications in a wide variety of formats, geared toward diverse audiences.
- Apply equity and social justice principles to all aspects of the position, and especially with respect to producing communications.
- Multitask, set priorities, and meet multiple deadlines in fast-paced environment.
- Work effectively and efficiently in a team as well as independently.
- Analyze policy, legislation, or the strengths and weaknesses of proposals, alternatives and conclusions; must also be able to spot potential issues of concern.
- Develop and maintain positive relationships with staff, elected officials, external partners, and the public.
- Maintain confidentiality and discretion when working with elected officials.
- Occasionally attend meetings that occur after-hours in all areas of greater King County.

Education and Experience

The position typically requires a bachelor's degree in government or public administration, public policy, public relations, political science or equivalent and five years' experience in a complex organization. Additional higher education may substitute for some experience.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Certificate Of Completion

Envelope Id: 722A062CA9A04B78A3FA64CAB9F03A8C	Status: Completed
Subject: Complete with DocuSign: Motion 16239.docx, Motion 16239 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
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Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

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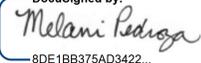
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Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	11/3/2022 7:37:42 AM

Payment Events	Status	Timestamps
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- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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