



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16243**

**Proposed No.** 2022-0423.2

**Sponsors** Balducci

1                   A MOTION approving the job description for the position  
2                   of chief operating officer for the King County council and  
3                   replacing the operations director.

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

7                   WHEREAS, the King County council seeks to replace current the job description  
8                   for the position of operations director with job description for the position of chief  
9                   operating officer;

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

11                  The job description for the position of chief operating officer for the King County

Motion 16243

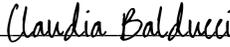
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- 12 council, Attachment A to this motion, is hereby approved and replaces the job description  
13 for the position of operations director.

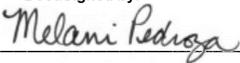
Motion 16243 was introduced on 10/18/2022 and passed by the Metropolitan King County Council on 11/1/2022, by the following vote:

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 Position Description - Chief Operating Officer

# Metropolitan King County Council

## Position Descriptions



**King County**

Position: Chief Operating Officer	FLSA: salaried, overtime exempt
Department: Council Administration	Salary Grade: 134
Council Approved:	Revised: 10/12/22

### Summary

The Chief Operating Officer (COO) oversees all operations and administrative functions for the King County Council and six legislative branch agencies, managing a team of approximately 13 people organized into four lines of business: finance and accounting, human resources, administrative services, and IT. The COO oversees the internal budgeting process for the Legislative Branch and ensures compliance with King County Code, state audit rules, and other laws and regulations. The COO works closely with the Council's Chief of Staff to set policy on all aspects of legislative branch operations, including procurement, emergency management, facilities, and personnel matters. This position is a salaried, at-will, overtime exempt classification that reports directly to the Council's Chief of Staff but is responsive to all members of the Council.

### Distinguishing Career Features

This is an executive-level position requiring extensive experience in management, business administration, budget and finance, payroll, procurement, and human resources. The Chief Operating Officer must possess professional communication skills and the ability to interpret and explain complex policies to a wide audience. The Chief Operating Officer is an executive position that serves on the Council's leadership team and the central staff director team, and has broad authority in decisions that affect operations, finances, human resources, and related programs.

### Essential Duties and Responsibilities

#### *Finance and Accounting*

- Serve as the lead budget analyst for the legislative branch during the County's biennial budget review process, providing analytical support and developing recommendations to the Chief of Staff and the Chair of the Council. Prepare budget scenarios for Council administration budgets and coordinate the preparation of the independent agency budgets. Develop budget revisions and supplemental appropriations as appropriate.
- Actively monitor legislative branch expenditures – including individual Councilmember, central administration, and independent agency budgets – and ensure regular, timely, accurate reporting of budget status. Flag potential areas of concern to the Chief of Staff and Chair of the Council as appropriate. Develop tools and information to support staff in understanding and adhering to budgets.
- Oversee the branch's finance and accounting staff and ensure strict compliance with laws, regulations, and best practices to maintain the integrity of the legislative branch's finances. Serve as the branch liaison to the State Auditor's Office.
- Act as the Council's primary liaison with the Office of Performance, Strategy, and Budget and ensure that all budget information is transmitted accurately and timely.
- Serve as the branch security officer, authorizing access to King County's financial and human

resources management systems.

- Prepare financial and other feasibility studies in areas such as equipment-lease versus own, labor costs, shared services models, facility upgrade needs, space allocations/ relocations, supply purchasing and fleet needs.

#### *Human Resources*

- Oversee the work of the legislative branch's human resources and payroll functions, ensuring compliance with state and federal employment laws, regulations, and best practices. Ensure that equity and social justice principles are applied to all HR activity.
- Collaborate with the Chief of Staff, Human Resources Manager, and Legal Counsel to develop policies, procedures, and protocol related to all aspects of employment in the Legislative Branch. Facilitate Council's adoption of legislative branch policies and any relevant legislation and ensure that policies comply with county, state, and federal law.
- Maintain the integrity and independence of the human resources function and its dotted-line relationship to the Chief of Staff; report employee concerns and issues to the Chief of Staff or Human Resources Manager as appropriate.
- Facilitate the annual employee engagement survey: Work with the executive branch to assist with survey development, analyze legislative branch results, and report findings to the Council's Chief of Staff and the Chair of the Council. Support the Council's Chief of Staff and independent agency officers in implementing action plans to increase employee engagement and satisfaction.

#### *Administrative Services*

- Ensure the successful operations of all administrative functions, including procurement contracts, space and facilities, reception, security, and emergency management. Work with executive branch agencies to coordinate administrative needs and represent legislative branch interests throughout the County.
- Initiate contracts on behalf of the legislative branch and oversee the contract procurement process from request for proposals to execution. Evaluate the status of active contracts and ensure compliance of deliverables. Monitor the competitive procurement process to ensure all policies and legal obligations are being met in accordance with state law and King County Code. Assist in feasibility analysis of contract requests and the setting of final contract amounts.
- Analyze space planning needs to meet policy objectives and make recommendations to the Chief of Staff on allocation of office space based on council operational policies.
- Develop and coordinate policy maintenance and implementation on all legislative branch policies and procedures for purchasing, contracting, accounting, information technology, human resources, payroll, financial management and other operational activities.

#### *Information Technology*

- Oversee the legislative branch's information technology operations and ensure that IT services are timely, technologically appropriate, and strategically deployed. Guide and inform asset management and ensure that technology capital needs are met.
- Facilitate planning for future technology enhancements and provide direction based on legislative

branch IT needs.

- Coordinate technology services with Executive Branch agencies, including King County Information Technology.

*Team Leadership and Management*

- Lead a team of approximately four managers and nine staff responsible for all Legislative Branch operations. Estimate workload-based staffing and assign work accordingly. Establish performance goals and expectations, conduct regular performance evaluations, and develop corrective action plans if needed. Swiftly resolve conflicts and address personnel concerns.
- Provide professional development opportunities for staff: coach and mentor, engage in teambuilding, conduct regular performance evaluations, and provide training opportunities for staff. Ensure all staff comply with the Legislative Branch Code of Conduct.
- Serve on the Council's leadership and senior staff teams, working cross-functionally to ensure the smooth operations of Legislative Branch activity.
- Ensure that the Council's commitment to equity and social justice is paramount in decision-making and policy-setting processes.

*Special Projects/Other Duties as Assigned*

- Respond to inquiries and produce reports, presentations, or other information as needed.
- Establish and maintain productive relationships with county executives and departments, other jurisdictions, and external customers; participate in external committees or other activities to stay up-to-date on performance, trends, and issues.
- Perform other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Advanced knowledge of the principles and procedures used in budget preparation, accounting administration, financial analysis and research and development of internal controls.
- In-depth knowledge of accounting, budgeting, accounts payable/receivable, fund transfers, payroll, purchasing, reception, contract management, human resources, facilities, and maintenance.
- Superior interpersonal and written communication skills, including public speaking.
- Familiarity with relevant laws and regulations that govern various aspects of the position—e.g., employment laws and regulations, King County Code, state audit and accounting regulations, contract administration and procurement requirements, etc.
- Knowledge of the principles and practices associated with management of employees (teambuilding, performance management, etc.).
- Well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the branch.
- Analytical skills to interpret and synthesize complex information, and an understanding of research methods and project management.
- Basic understanding of facilities and space management principles.

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**Abilities**

The Chief Operating Officer must have the ability to:

- Comprehend complex information such as budgets, regulations, and policies, and make recommendations based on data analysis.
- Coach, lead, and motivate others; monitor employee performance and suggest corrective actions if necessary.
- Interpret, analyze, and organize data to be presented to diverse audiences in an accurate, compelling, and timely way.
- Identify, plan, develop, and write new policies and programs. Develop concepts, analyze supporting data, and prepare clear and concise reports.
- Develop and maintain positive work relationships with internal and external partners.
- Think judiciously and strategically in a fast-paced environment, and prioritize workload accordingly.
- Must be able to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Occasionally travel throughout King County and attend meetings after hours.

**Education and Experience**

The position typically requires a bachelor's degree in business or public administration, public relations or related field that would enable performance of the job and seven years of experience in a business administration capacity. Additional higher education may substitute for some experience.

**Working Conditions**

Work is performed indoors with minimal safety considerations.

**Certificate Of Completion**

Envelope Id: 99BBE3EB2B4048489197EB786299FFC0	Status: Completed
Subject: Complete with DocuSign: Motion 16243.docx, Motion 16243 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 5	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
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	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

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**Signer Events**

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

**Signature**

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
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 Signed: 11/2/2022 3:31:02 PM

**Electronic Record and Signature Disclosure:**  
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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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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

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Signing Complete	Security Checked	11/3/2022 7:35:38 AM
Completed	Security Checked	11/3/2022 7:35:38 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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### **To request paper copies from King County-Department of 02**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto: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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- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.