



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

FCD Resolution

Proposed No. FCD2019-16.1

Sponsors

1 A RESOLUTION relating to the organization of the King
2 County Flood Control Zone District, authorizing position
3 descriptions for the King County Flood Control District's
4 Executive Director and Deputy Executive Director, and
5 authorizing the Chair to enter into employment agreements
6 for the Executive Director and Deputy Executive Director
7 positions.

8 WHEREAS, the King County Flood Control Zone District Board of Supervisors
9 has determined that the King County Flood Control Zone District ("the District") requires
10 staff support from employees directly employed by the District, and

11 WHEREAS, after a search for qualified employees, the King County Flood
12 Control Zone District resolved to select Michelle Clark and Kimberly Matej as the
13 District's Executive Director and Deputy Executive Director, respectively, and

14 WHEREAS, the Executive Committee previously authorized position descriptions
15 for both positions, and

16 WHEREAS, at the time of their hiring, both positions were filled by members of
17 the King County Flood Control Zone District's administrative unit established by the
18 Metropolitan King County Council, and

19 WHEREAS, as the King County Flood Control Zone District grows in size, the

20 Board desires to employ the Executive Director and Deputy Executive Director directly,
21 and

22 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KING
23 COUNTY FLOOD CONTROL ZONE DISTRICT:

24 The Board of Supervisors for the King County Flood Control Zone District
25 authorizes the position description for the Executive Director attached hereto as
26 Attachment A and adopted herein by this reference.

27 The Board of Supervisors for the King County Flood Control Zone District
28 authorizes the position description for the Deputy Executive Director attached hereto as
29 Attachment B and adopted herein by this reference.

30 The Chair of the King County Flood Control Zone District is authorized to enter
31 into an employment agreement between the District and Michelle Clark, in a form
32 acceptable to the District's legal counsel.

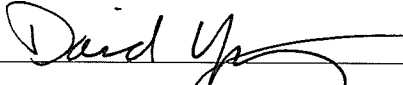
33 The Chair of the King County Flood Control Zone District is authorized to enter

34 into an employment agreement between the District and Kimberly Matej, in a form
35 acceptable to the District's legal counsel.
36

FCD Resolution was introduced on and passed by the King County Flood Control District on 1/8/2020, by the following vote:

Yes: 8 - Ms. Lambert, Mr. Dunn, Mr. McDermott, Mr. Dembowski,
Mr. Upthegrove, Ms. Kohl-Welles, Ms. Balducci and Mr. Zahilay
Excused: 1 - Mr. von Reichbauer

KING COUNTY FLOOD CONTROL ZONE
DISTRICT
KING COUNTY, WASHINGTON



Dave Upthegrove, Chair

ATTEST:



Melani Pedroza, Clerk of the District

Attachments: A. King County Flood Control Zone District Executive Director Job Description, B. King County Flood Control Zone District Deputy Exec Director Job Description

King County Flood Control Zone District Position Description

Position: Executive Director	
Approved By:	FLSA: Exempt

Summary

The King County Flood Control Zone District (District) Executive Director (Director) is responsible for the efficient overall management and administration of the District and the administration unit and its employees. The Director develops and oversees contracts with King County and other jurisdictions to implement the District's capital program and services, and manages the day-to-day administrative functions of District operations. The Director is salaried, at will and overtime exempt, and reports to the Chair of the District, and is accountable and responsive to the King County Flood Control Zone District Board of Supervisors.

Distinguishing Career Features

The Director staffs the District's Board of Supervisors (Board), which sets the policy; adopts the annual operating and capital budgets; and approves projects, grants, contracts, and interlocal agreements with other jurisdictions. The Director also supports a 15-member Advisory Committee, made up of local government officials and citizens, which provides advice to the Board relative to annual operating and capital budgets.

Essential Duties and Responsibilities

- Coordinate, oversee and manage the capital program and services provided to the District by contract, including issuing and reviewing requests for proposals, developing scoping documents, and overseeing contract and project implementation and reporting;
- Develop District goals, policies, plans, programs and annual budgets, in compliance with the Board's direction;
- Develop and maintain relationships with the Board, as well as with Board staff, King County staff, city elected officials and staff, and the public;
- Carry out business and administrative duties, including development and publication of meeting agendas, in coordination with the District's Clerk;
- Prepare reports analyzing policies, budgets, and framing decisions;
- Develop and carry out all communications regarding the Board's activities;
- Review financial reports and invoices;
- Assist in developing the District's strategic and business plans, as well as developing the District's annual work plan, subject to Board approval;
- Monitor the performance of District funded projects and the District's satisfaction of overall goals;
- Research and analyze information provided by contractors and others, and prepare reports to the Executive Committee and Board to inform decision making; conduct objective analysis of issues, ensuring consistency with existing policies; coordinate legal review as necessary;
- Provide advice and counsel on complex subject-specific matters involving strategic direction, policy, and organizational and operational issues;
- Support outside committees, such as the Advisory Committee, as needed;
- Serve as District spokesperson;
- Oversee District communications and intergovernmental relations;
- Manage District staff when hired; and

- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

This position requires:

- Advanced knowledge of business management and/or organizational leadership.
- Advanced knowledge and experience with capital program management.
- Experience providing direct staff support to elected officials.
- Advanced experience managing operating and capital budgets.
- Advanced experience working with resource and permit agencies.
- General knowledge of state laws regarding the operation of local governments, including budgeting, auditing, and fiscal management;
- Well-developed human relations skills to advise and influence others, to lead and facilitate group processes, and convey complex information to diverse audiences.
- Strong project management skills.
- Advanced knowledge of the structure and content of the English language to employ a variety of writing techniques that inform diverse audiences.
- Well-developed knowledge of, and skill in, using personal computers, common desktop productivity software including MS Word, Excel and PowerPoint and specialized research tools.

Abilities

This position requires:

- The ability to carry out the functions of the position and effectively plan and implement program activities.
- Strong interpersonal skills, with the ability to effectively work with local, state, and federal elected officials, local, state, and federal employees and contractors.
- The ability to clearly synthesize information and complex ideas and communicate them effectively and clearly to the Board, the Executive Committee, contractors, and the public.
- The ability to work collaboratively with numerous stakeholders and facilitate group processes and problem solving.
- The ability to work independently and under deadline pressure.
- Experience within the last 3 years using general MS Word, Excel and PowerPoint applications.
- The ability to convert complex issues and convey them in a way that enables and enhances understanding.
- The ability to plan and implement activities such as large group meetings, community events and news conferences.
- The ability to write professional content clearly and concisely, and to prepare and present visually appealing written communications.
- Confidentiality and the ability to work on sensitive matters.

Physical Abilities

May be required to travel throughout King County or surrounding areas in a timely manner.

Education and Experience

- A Bachelor's degree in Public or Business Administration or Engineering, or at least five years' experience in the subject area of those degrees;
- At least five years' experience in business management and/or organizational leadership;
- At least five years' experience with capital program management, including managing operating and capital budgets and working with resource and permit agencies; and

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- At least five years' experience providing direct staff support to elected officials.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is usually performed indoors where minimal safety considerations exist. Work will also require site visits to flood facilities along rivers and in unimproved areas.

King County Flood Control Zone District Position Description

Position: Deputy Executive Director	
Approved:	FLSA: Exempt

Summary

Serves as strategist, advisor, and project manager on complex and controversial issues requiring extensive research, negotiation, and analysis of facts, goals, and relationships among governmental entities. Plans, organizes, and coordinates the public information and media relations for the King County Flood Control District. The Deputy Executive Director is a salaried, at-will, overtime exempt classification. This position reports to the executive director, but is responsive to all members of King County Flood Control Zone District Board of Supervisors.

Distinguishing Career Features

The Deputy Executive Director serves as strategist, advisor, and communications liaison responsible for policy development and integrating all forms of outreach and communications used by the District.

Essential Duties and Responsibilities

- Provides advice and counsel on a wide range of complex strategic, policy, organizational and management issues.
- Plans, directs, coordinates, and provides advanced consultation in connection with legislation and policy development involving the largest, most comprehensive subject matter, services, and processes.
- Plans facilitates, and develops comprehensive communications strategies and programs and manages internal and external communications for the District.
- Develops and directs media relations, resident involvement, and public information assistance programs.
- Directs and coordinates press conferences, special events and informational/educational offerings by the District that create opportunities for public input.
- Develops an annual work program for approval by the executive director.
- Prepares written staff reports and briefings for board meetings.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires extensive knowledge of the legislative and policy development processes.
- Requires advanced knowledge of the methods and techniques for creating effective media and public relations materials, managing image and issues, and for establishing recognition for engaging in community outreach and feedback.
- Requires the ability to direct and prepare professional and influence written materials on a variety of complex and sensitive public policy matters.
- 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 well-developed knowledge of modern English to prepare influential professional reports suitable for public communication.
- Requires advanced human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having competing objectives, facilitate and moderate group discussions, prepare and deliver formal presentations to audiences that may offer argumentative discussion, often in frustrating situations, and carry out advanced negotiations.

Abilities

- Requires the ability to carry out the functions of the position.
- Requires the ability to evaluate implications of new information for current and future problem solving and decision-making.
- Requires the ability to use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions or whether proposals comply with policy, laws, or regulations.
- Requires the ability to remain objective with elected officials and to properly handle private and confidential communications.
- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical and objective manner, both orally and in writing.
- Requires the ability to develop and maintain positive work relationships with peers, other committees, county organization units, other agencies, communities, and special interest groups.
- 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.
- 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 outside 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 degree in public or business administration, or equivalent discipline that will enable job performance and/or a combination of three or more years of training and experience in executive-level leadership experience that includes accountability to legislative bodies, as well as, policy and advisory boards.

Licenses and Certificates

Require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.