

# Metropolitan King County Council

## Position Descriptions



Position: Municipal Relations Director	FLSA: Salaried, overtime exempt
Department: Council Administration	Salary Grade: 131
Council Approved: Revised 2-27-2019	

### **Summary**

The Municipal Relations Director is responsible for representing the Metropolitan King County Council with other municipal jurisdictions within the County, such as individual cities and special purpose districts, as well as an organization formed by cities to act as spokesperson for member cities in regional affairs and policy discussions with King County, currently designated as the Sound Cities Association. The Director serves as a primary point of contact, communication and facilitation between the Council and these jurisdictions and organization.

### **Distinguishing Career Features**

The Municipal Relations Director is a senior-level professional position. This position focuses on advocating for approved Council positions and policies with municipal jurisdictions; and to advise the Council on issues and concerns of municipal jurisdictions. The Municipal Relations Director reports to the Chief of Staff and is responsive to all nine councilmembers.

### **Essential Duties and Responsibilities**

- Serves as a primary point of contact, communication and facilitation between the Council and other municipalities, including the Sound Cities Association and individual suburban cities in King County, as well as special purpose districts.
- Represents the Metropolitan King County Council with municipalities and special purpose districts.
- Attends Sound Cities Association meetings and city, district and inter-jurisdictional meetings on behalf of the Council.
- Prepares correspondence, reports, legislation or other analytical work as directed by the Chief of Staff and/or councilmembers. Works closely with the Council's central staff on legislation as necessary.
- Independently applies knowledge and experience in public policy across a broad spectrum of issues of import to municipalities and the county.
- Has a thorough understanding and can advocate for the Council's equity and social justice objectives as they pertain to municipalities.

### **Qualifications**

#### **Knowledge and Skills**

- Extensive experience working with and for elected officials in a highly visible, fast-paced political environment.
- Detailed knowledge of the structure and issues of King County government, particularly the legislative and executive branches.
- Detailed knowledge of the structure and issues of King County's cities and special purpose

districts.

- Familiarity with major regional political issues such as growth management, transportation, human services, housing, criminal justice, finance/revenue, governance and the environment.
- Extensive analytical skills and experience drafting and reviewing legislation.
- Requires a general understanding of management theory, administrative systems, qualitative and quantitative analysis, and fiscal management.
- Requires advanced knowledge of the techniques used for conducting effective meetings, communications, and community education.
- Requires the ability to write clearly and persuasively, as well as use graphics to inform diverse audiences regarding complex legislative activity.
- Requires knowledge of the principles and practices of public administration.
- Requires the ability to use computers and common desktop software.
- Requires extremely well-developed human relations skills to adapt to diverse populations, personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch, facilitate group discussions, and make formal presentations.

### **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires extensive negotiation and mediation skills. Requires knowledge of conflict resolution techniques.
- 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 direct and prepare professional and influential written materials on a variety of complex and sensitive public policy matters.
- Requires the ability to conduct research and analysis.
- Requires flexible, agile thinkers in sometimes chaotic political situations.
- 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 manner, both orally and in writing.
- Requires the ability to develop and maintain positive and influential work relationships with peers, county organization units, communities, and agencies.
- Requires the ability to prioritize workload to meet deadlines.
- Requires consistent attendance and punctuality and the ability to work some evenings to attend municipal-related meetings.
- Requires the ability to travel.

### **Education and Experience**

The ideal candidate will hold a Master's degree in public administration/affairs, government, communications, finance or a closely related field and a minimum of 5 years of experience working directly with elected officials in local or regional government. Additional experience may substitute for higher education.