

# Metropolitan King County Council Position Descriptions



Position: Deputy Executive Director	FLSA: salaried, overtime exempt
Department:	Salary Grade: 130
Council Approved:	

## 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 the board of supervisors.

## Distinguishing Career Features

The Deputy Executive Director of Strategic Policy Initiatives 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.