

# Metropolitan King County Council

## Position Descriptions



|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Position: Central Staff Assistant       | Position Number:                |
| Department/Site: Council Administration | FLSA: Hourly, Overtime eligible |
| Approved Council: 1-28-2020             | Salary Grade: 22                |

### **Summary**

Provides specialized assistance for assigned central staff directors, including directors of Operations, Communication, and Municipal Relations. Works with Council and Executive staff and supports assigned directors, as well as conducts independent research and analysis. This position reports to the Director of Municipal Relations, but will provide assistance to other assigned central staff directors.

### **Distinguishing Career Features**

The Central Staff Assistant requires compliance with the stated qualifications and the ability to provide research, logistical, staff and outreach support to the assigned central staff directors. Advancement will be based on organizational needs and requires the demonstration of the ability to fulfill the duties of this job description, as well as define emerging issues, coordinate on disparate legislative matters of common interest, and anticipate the needs of assigned central staff directors to enhance the Council's operations.

### **Essential Duties and Responsibilities**

- Conducts research to recommend solutions and propose strategies.
- Participates in assessing Council positions, provides perspective and guidance, and formulates proposed and draft strategies for delegated initiatives. Develops draft talking points.
- Reviews, tracks, analyzes, and interprets subjects related to County programs, operations, and financing, particularly as they relate to the needs of assigned central staff directors. Prepares synopses of meetings and discussion to support Council initiatives.
- At the direction of assigned central staff directors, will attend and monitor outside meetings, particularly for the Municipal Relations Director. Meetings may occur outside of regular working hours. Will work with supervisor to adjust schedule to meet 35 hour work week.
- Prepares correspondence, reports, agreements, resolutions, and briefing packets for a variety of meetings.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the Council. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate executive and council staff. Keeps the assigned, central staff directors informed of all relevant activity.
- Provides assistance to certain aspects of projects such as, but not limited to, data research and compilation, needs assessments, conversion of data to charts, tables, and graphs, and report production.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and Council calendars and cycles. Establishes and works within time-lines for projects, activities, and required reports.
- At the direction of the assigned central staff directors, schedules meetings. Participates in and

provides support for meetings such as preparation of agendas and materials, taking notes, and providing follow-up. Prepares and distributes meeting notices and agendas, records proceedings, and drafts minutes and/or recollections of meetings, as requested.

- Assists the assigned central staff directors with communications from and to Councilmembers, council staff, the County's Executive Branch staff, and other government and community-based agency staff. As directed, attends meetings as a representative.
- Duties assigned by the Communications Director will be project specific with identifiable goals.
- Duties assigned by the Operations Director will include but not be limited to front desk back-up which is currently of great need to the organization.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- The position requires knowledge of the Council process and influence points. This includes legislative, council, and committee parliamentary rules and procedures.
- Requires knowledge of research methods and project steps.
- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools.
- Requires a working knowledge of modern office procedures including file maintenance, handling of sensitive and private information, correspondence, and note taking.
- Requires well-developed math skills to perform statistical and financial analyses.
- Requires well-developed knowledge of modern English to prepare professional reports suitable for public and internal communication.
- Requires well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch, and facilitate small group discussions.

### **Abilities**

- Requires the ability to carry out the functions of the position, particularly as it pertains to embedding Equity and Social Justice in all aspects of Council work related to the assigned central staff directors.
- Requires a high level of confidentiality and discretion.
- 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 setup and sequence steps in conducting research and analysis.
- 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 work relationships with peers, other county organization units, communities, and agencies.
- 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 and travel to remote locations.

### **Education and Experience**

The position typically requires a Bachelor's degree in public administration, business, communications, political science, pre-law or the equivalent and two years of experience in an administrative support capacity within a governmental setting. Experience may substitute for education.

### **Working Conditions**

**The normal working hours shall be 7 hours a day and 35 hours per week. Position may require work outside of typical work hours, including nights and weekends to attend community meetings and other assigned duties.**