



Metropolitan King County Council

Position Description

Position: Chief of Staff	FLSA: salaried, overtime exempt
Department: Council Administration	Salary Grade: 136
Council Approved:	Revised September 28, 2021

Summary

The Chief of Staff serves as the senior executive leader for the Metropolitan King County Council. The Chief of Staff works closely with and coordinates among all members of the Council and routinely interacts with other leaders within the legislative branch and externally. The Chief of Staff leads Council central staff by managing and coordinating the activities and services that support the Council. The Chief of Staff is a politically savvy leader who thrives in a fast-paced environment and embraces the County's Equity and Social Justice strategic plan when interacting with others and in everyday decision making. The Chief of Staff ensures that the staff serves the Council responsively and objectively and is regularly required to solve problems having far-reaching impact on and consequences for King County. In addition to directing and integrating the activities of the Council central staff, the Chief of Staff monitors and supports the activities of the independent agencies of the Legislative Branch, including the Auditor, Ombuds, Board of Appeals and Equalization, Office of Law Enforcement Oversight and Hearing Examiner. The Chief of Staff is a salaried, at-will, overtime exempt classification. This position reports to the Council Chair and is responsive to all Councilmembers.

Essential Duties and Responsibilities

- Reports to the Chair and is accountable and responsive to all nine Councilmembers.
- Serves as a point of communication and coordination for Councilmembers and fosters collaboration and communication among them.
- Provides advanced professional expertise and support to the Council on a wide range of highly complex, sensitive, and controversial topics facing King County.
- Serves as a trusted resource who can maintain confidentiality for Councilmembers.
- Ensures effective operations of the Council central staff by planning, directing, and coordinating their activities, in collaboration with directors.
- Implements the Council's commitment to Equity and Social Justice by fostering a diverse, inclusive, and respectful working environment for staff in coordination with the Equity and Social Justice section.
- Supports the overall career development of Council central staff and ensures that directors and managers provide proactive support to staff in all areas of Council operations.
- Develops, recommends, implements, and monitors work plans of staff directly supervised and assists in developing and monitoring other staff work plans.
- Develops, recommends, implements, and interprets complex policies and procedures affecting Council

administration.

- Leads in developing the budget for Council administration, including proposing programs and staffing needs for Council central staff, and coordinates with independent agency heads in their budget development.
- Serves as the Council's bargaining lead for all legislative branch bargaining units.
- Fosters a team environment by acting as a resource for all legislative branch staff.
- Serves as a liaison to other branches of government, ensuring strong lines of communication are maintained.
- Serves as a high-level liaison to other jurisdictions on issues related to the Council's agenda, proposed legislation, and strategic partnerships as needed.
- Serves as a point of contact for the legislative branch independent agencies and provides guidance on Council related matters as requested.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills and Abilities

- Ability to remain objective and maintain confidentiality with elected and governmental officials.
- Ability to navigate complex political situations while maintaining integrity.
- Ability to center equity and inclusion in decision making and communications.
- Ability to show compassion while advancing the goals of the organization.
- Proven ability to navigate through difficult and complex situations involving diverse personalities, using healthy conflict resolution skills.
- Knowledge of labor policies and practices, including collective bargaining.
- Knowledge of the principles and practices associated with strategic management, leadership styles, team building, goal setting, and performance management.
- Ability to effectively hire, manage, supervise, and develop staff.
- Ability to be flexible, persevere, and adapt to achieve a goal.
- Ability to effectively communicate and adapt communication style to present facts and recommendations in a clear, concise, and logical manner, both verbally and in writing.
- Ability to develop and maintain collegial and respectful working relationships with a diverse set of people inside and outside the legislative branch.
- Ability to actively listen to what other people are saying, take time to understand facts in an impartial manner and points being made, and ask appropriate questions.
- Ability to manage multiple projects with competing deadlines.

Education and Experience

A Master's Degree in public administration, political science, business, or related field, plus five years of experience in the areas below. Alternatively, in lieu of education, eight years of experience in the areas below:

- public policy or related field
- legislative environment
- interacting with elected officials
- intergovernmental affairs
- leading a complex organization
- advancing equity and inclusion goals
- supervisory experience

Working Conditions

Work is generally performed indoors where minimal safety considerations exist. The work associated with this position will be performed through a combination of regular teleworking complemented with onsite work and meetings as needed.