

# Metropolitan King County Council

## Position Descriptions



|                                    |                                 |
|------------------------------------|---------------------------------|
| Position: Chief Operating Officer  | FLSA: salaried, overtime exempt |
| Department: Council Administration | Salary Grade: 134               |
| Council Approved: 11/1/2022        | Revised: 10/12/22               |

### Summary

The Chief Operating Officer (COO) oversees all operations and administrative functions for the King County Council and six legislative branch agencies, managing a team of approximately 13 people organized into four lines of business: finance and accounting, human resources, administrative services, and IT. The COO oversees the internal budgeting process for the Legislative Branch and ensures compliance with King County Code, state audit rules, and other laws and regulations. The COO works closely with the Council's Chief of Staff to set policy on all aspects of legislative branch operations, including procurement, emergency management, facilities, and personnel matters. This position is a salaried, at-will, overtime exempt classification that reports directly to the Council's Chief of Staff but is responsive to all members of the Council.

### Distinguishing Career Features

This is an executive-level position requiring extensive experience in management, business administration, budget and finance, payroll, procurement, and human resources. The Chief Operating Officer must possess professional communication skills and the ability to interpret and explain complex policies to a wide audience. The Chief Operating Officer is an executive position that serves on the Council's leadership team and the central staff director team, and has broad authority in decisions that affect operations, finances, human resources, and related programs.

### Essential Duties and Responsibilities

#### *Finance and Accounting*

- Serve as the lead budget analyst for the legislative branch during the County's biennial budget review process, providing analytical support and developing recommendations to the Chief of Staff and the Chair of the Council. Prepare budget scenarios for Council administration budgets and coordinate the preparation of the independent agency budgets. Develop budget revisions and supplemental appropriations as appropriate.
- Actively monitor legislative branch expenditures – including individual Councilmember, central administration, and independent agency budgets – and ensure regular, timely, accurate reporting of budget status. Flag potential areas of concern to the Chief of Staff and Chair of the Council as appropriate. Develop tools and information to support staff in understanding and adhering to budgets.
- Oversee the branch's finance and accounting staff and ensure strict compliance with laws, regulations, and best practices to maintain the integrity of the legislative branch's finances. Serve as the branch liaison to the State Auditor's Office.
- Act as the Council's primary liaison with the Office of Performance, Strategy, and Budget and ensure that all budget information is transmitted accurately and timely.
- Serve as the branch security officer, authorizing access to King County's financial and human

resources management systems.

- Prepare financial and other feasibility studies in areas such as equipment-lease versus own, labor costs, shared services models, facility upgrade needs, space allocations/ relocations, supply purchasing and fleet needs.

#### *Human Resources*

- Oversee the work of the legislative branch's human resources and payroll functions, ensuring compliance with state and federal employment laws, regulations, and best practices. Ensure that equity and social justice principles are applied to all HR activity.
- Collaborate with the Chief of Staff, Human Resources Manager, and Legal Counsel to develop policies, procedures, and protocol related to all aspects of employment in the Legislative Branch. Facilitate Council's adoption of legislative branch policies and any relevant legislation and ensure that policies comply with county, state, and federal law.
- Maintain the integrity and independence of the human resources function and its dotted-line relationship to the Chief of Staff; report employee concerns and issues to the Chief of Staff or Human Resources Manager as appropriate.
- Facilitate the annual employee engagement survey: Work with the executive branch to assist with survey development, analyze legislative branch results, and report findings to the Council's Chief of Staff and the Chair of the Council. Support the Council's Chief of Staff and independent agency officers in implementing action plans to increase employee engagement and satisfaction.

#### *Administrative Services*

- Ensure the successful operations of all administrative functions, including procurement contracts, space and facilities, reception, security, and emergency management. Work with executive branch agencies to coordinate administrative needs and represent legislative branch interests throughout the County.
- Initiate contracts on behalf of the legislative branch and oversee the contract procurement process from request for proposals to execution. Evaluate the status of active contracts and ensure compliance of deliverables. Monitor the competitive procurement process to ensure all policies and legal obligations are being met in accordance with state law and King County Code. Assist in feasibility analysis of contract requests and the setting of final contract amounts.
- Analyze space planning needs to meet policy objectives and make recommendations to the Chief of Staff on allocation of office space based on council operational policies.
- Develop and coordinate policy maintenance and implementation on all legislative branch policies and procedures for purchasing, contracting, accounting, information technology, human resources, payroll, financial management and other operational activities.

#### *Information Technology*

- Oversee the legislative branch's information technology operations and ensure that IT services are timely, technologically appropriate, and strategically deployed. Guide and inform asset management and ensure that technology capital needs are met.
- Facilitate planning for future technology enhancements and provide direction based on legislative branch IT needs.

- Coordinate technology services with Executive Branch agencies, including King County Information Technology.

#### *Team Leadership and Management*

- Lead a team of approximately four managers and nine staff responsible for all Legislative Branch operations. Estimate workload-based staffing and assign work accordingly. Establish performance goals and expectations, conduct regular performance evaluations, and develop corrective action plans if needed. Swiftly resolve conflicts and address personnel concerns.
- Provide professional development opportunities for staff: coach and mentor, engage in teambuilding, conduct regular performance evaluations, and provide training opportunities for staff. Ensure all staff comply with the Legislative Branch Code of Conduct.
- Serve on the Council's leadership and senior staff teams, working cross-functionally to ensure the smooth operations of Legislative Branch activity.
- Ensure that the Council's commitment to equity and social justice is paramount in decision-making and policy-setting processes.

#### *Special Projects/Other Duties as Assigned*

- Respond to inquiries and produce reports, presentations, or other information as needed.
- Establish and maintain productive relationships with county executives and departments, other jurisdictions, and external customers; participate in external committees or other activities to stay up-to-date on performance, trends, and issues.
- Perform other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Advanced knowledge of the principles and procedures used in budget preparation, accounting administration, financial analysis and research and development of internal controls.
- In-depth knowledge of accounting, budgeting, accounts payable/receivable, fund transfers, payroll, purchasing, reception, contract management, human resources, facilities, and maintenance.
- Superior interpersonal and written communication skills, including public speaking.
- Familiarity with relevant laws and regulations that govern various aspects of the position—e.g., employment laws and regulations, King County Code, state audit and accounting regulations, contract administration and procurement requirements, etc.
- Knowledge of the principles and practices associated with management of employees (teambuilding, performance management, etc.).
- Well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the branch.
- Analytical skills to interpret and synthesize complex information, and an understanding of research methods and project management.
- Basic understanding of facilities and space management principles.

## Abilities

The Chief Operating Officer must have the ability to:

- Comprehend complex information such as budgets, regulations, and policies, and make recommendations based on data analysis.
- Coach, lead, and motivate others; monitor employee performance and suggest corrective actions if necessary.
- Interpret, analyze, and organize data to be presented to diverse audiences in an accurate, compelling, and timely way.
- Identify, plan, develop, and write new policies and programs. Develop concepts, analyze supporting data, and prepare clear and concise reports.
- Develop and maintain positive work relationships with internal and external partners.
- Think judiciously and strategically in a fast-paced environment, and prioritize workload accordingly.
- Must be able to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services.
- Occasionally travel throughout King County and attend meetings after hours.

## Education and Experience

The position typically requires a bachelor's degree in business or public administration, public relations or related field that would enable performance of the job and seven years of experience in a business administration capacity. Additional higher education may substitute for some experience.

## Working Conditions

Work is performed indoors with minimal safety considerations.

FLSA Designation

Levels within same series

Class History

Exempt (Executive)

None

Created 11/2022; Previously Director of Operations