

Metropolitan King County Council Classification Specification



Position: Clerk of the Council	FLSA: salaried, overtime exempt
Department: Council Administration	Salary Grade: 131
Council Approved: 7/5/17	Revised: 08/10/22

Summary

The Clerk of the Council plans, organizes, manages, coordinates, and provides legislative support to the Metropolitan King County Council ensuring the uniform and efficient flow of proposed legislation through the County’s legislative processes. The Clerk of the Council is a salaried, at will, overtime-exempt classification.

Distinguishing Career Features

The Clerk of the Council is a senior-level position responsible for the codification of ordinances, Council agendas, recording of items to permanent record, and documenting and indexing all in-progress and enacted legislation. Advancement to this position is by appointment.

Essential Duties and Responsibilities

Council Meeting Management

- Facilitate all aspects of large, multidisciplinary legislative proceedings on behalf of the County Council: track issues, motions, and ordinances; plan and set agendas; maintain an accurate and timely schedule; participate in Council meetings.
- Ensure that Council meetings and related activity comply with the State Open Public Meetings Act.
- In partnership with KCTV, operate and maintain hybrid meeting technology and ensure that both digital meeting space and in-person chambers space are functional and accessible.
- Coordinate presentations with internal and external stakeholders—scheduling, technical assistance, etc.
- Be current on all code, rules, and parliamentary procedures related to running Council meetings.

Legislation and Compliance

- Establish standards of performance and procedure for the County’s legislative processes within the Clerk’s office.
- Manage the production and publishing of the King County Code and the drafting guide for ordinances and motions.
- Work with the Council legal counsel to resolve procedural questions and ensure that Council activity complies with Council Rules and statutory requirements.
- In the absence of the Code Reviser, perform code reviser functions on behalf of King County.

- Receive and record process/service of summons on behalf of King County and transmit to the King County Prosecuting Attorney's Office.

Records Management and Public Information

- Oversee the Legislative Branch's records management and public record request functions, ensuring timely and accurate compliance with state and federal law (e.g., Public Records Act).
- Serve as record-keeper for official Council activity, maintaining meeting minutes and providing public access to agendas, videos, and other public information.
- Ensure the timely and accurate posting of public notices.
- Manage the Council's central reception and public comment functions.

Staff Management and Administration

- Supervise a team of professional and support staff who attend and record official proceedings, write and index legislation, and distribute and record official documents.
- Serve on the senior management team and in other leadership roles as needed to help develop the Council's legislative process, implement policies and programs, or review Council performance.

Other Duties as Assigned

- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Considerable knowledge of applicable laws and regulations governing Council activity and public records—King County Charter, King County Code, Open Public Meetings Act, Public Records Act, etc.
- In-depth knowledge of parliamentary procedures
- In-depth knowledge of the nature and characteristics of political systems, legislative processes, and local government mandates and programs
- Working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments
- Working knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges
- Well-developed knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management
- Ability to conduct general research; comparative, quantitative and qualitative data analysis; and project planning
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized databases and research tools used in records management and legislative reporting

- Well-developed knowledge of modern English to prepare influential professional reports and talking points suitable for public communication, including making formal presentations in public settings
- Well-developed human relations skills to work with diverse personalities and styles, establish cooperation with work teams inside the legislative branch, and facilitate group discussions

Required Ability

- Carry out the functions of the position
- Apply County and state statutes that apply to the functions of Clerk of the Council
- Plan, organize, and manage the functions with the Clerk’s office, in such a way that meets timelines and deadlines required for public processes
- Make definitive interpretations decisions about parliamentary procedure and mandated processes
- Remain objective with elected officials and to properly handle confidential communications
- Present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing
- Remain calm in a highly visible and often stressful setting, including the ability to respond to councilmembers, government officials, County employees, attorneys, community leaders, other members of the public, and the media on the activities and responsibilities of the office
- Work varying schedules and travel to remote locations
- Consistent attendance and punctuality

Education and Experience

The position requires a bachelor’s degree in public administration, political science, business administration, or equivalent discipline or experience in a legal and/or political environment or as a designated Clerk.

Licenses and Certificates

A Certified Municipal Clerk designation through the International Institute of Municipal Clerks is preferred and can be obtained after hire.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

FLSA Designation	Exempt (Professional)
Levels within same series	None
Class History	Created
	Revised 6/2017
	Revised (grade change) 8/2022