

Metropolitan King County Council Position Descriptions



Position: Director of Local and Regional Affairs	FLSA: Salaried, overtime exempt
Department: Council Administration	Salary Grade: 131
Council Approved: 11-1-2022	Revised: 10/7/22

Summary

The Director of Local and Regional Affairs represents and promotes the Metropolitan King County Council’s policy interests with King County’s municipalities, special purpose districts, regional organizations, and other local and regional entities, such as boards and committees. The Director serves as a primary point of contact, communication, and facilitation between the Council and these jurisdictions and organizations, occasionally acting as a proxy vote for the Council on matters of countywide significance. The Director also oversees the effective implementation of special projects or proceedings related to local and regional affairs, such as city council appointments or special purpose district dissolutions. This is a salaried, at will, overtime-exempt classification.

Distinguishing Career Features

The Director of Local and Regional Affairs is an executive-level position and serves on the Council’s senior staff team. This position focuses on advocating for approved Council positions and policies with relevant local and regional organizations; advising the Council on issues of local and regional concern; and ensuring the smooth implementation of special projects or proceedings. This position reports to the Chief of Staff and is responsive to all nine councilmembers.

Essential Duties and Responsibilities

- Local and Regional Affairs*
- Work with Councilmembers and staff to shape and promote Council initiatives, policy, legislation, and external engagement efforts with King County’s municipalities, regional organizations, special purpose governments, and related organizations.
 - Provide advice on a wide range of complex, strategic public policy issues; work to facilitate consensus on issues of countywide importance and represent the Council’s positions in a variety of venues.
 - Represent the Council’s interests with relevant associations and organizations, such as the Sound Cities Association. Attend meetings, monitor trends and legislative activity, and analyze developing issues in municipalities and across the region.
 - Serve as the Council’s primary liaison to local and regional boards, commissions, and committees where the County Council has oversight authority or significant policy interests; act as the Council’s authorized representative as directed.
 - Foster strong relationships with local and regional government officials to better support the County Council’s priorities and build trusted partnerships, with an emphasis on the

Council's equity and social justice values.

Project Management

- Oversee the smooth implementation of County Council initiatives and special projects, including the dissolution of special purpose districts, city council or board appointments, and other matters related to local and regional government administration.
- Organize special proceedings and events to fulfill the objectives of the Council. Coordinate with directors, legal counsel, district staff, executive staff, and others to ensure an appropriate level of engagement and participation.
- Work cross-functionally to prepare reports, correspondence, legislation, presentations, or other communications as needed; present information to the Council and to the public in a variety of settings.

Team Management

- Supervise a team of approximately three staff, including a manager and two administrators: assign work, coach and lead, resolve conflicts, conduct performance evaluations and address performance concerns as they arise.
- Set strategic team goals and ensure that staff are working productively and effectively; promote staff professional development and encourage equity and social justice principles at all levels of management.
- As a member of the central staff senior director team, work cross-functionally to ensure the smooth operations of legislative branch activity.

Qualifications

Knowledge and Skills

- Extensive experience working with and for elected officials in a highly visible, fast-paced political environment.
- Understanding of government structure, public administration, and the legislative process, including policy analysis.
- Familiarity with major regional political issues such as growth management, transportation, human services, housing, criminal justice, finance/revenue, governance, and the environment.
- Advanced communication skills, both interpersonally and in writing.
- Strategic planning and project management skills, including the ability to direct the work of others and effectively use public resources.
- Knowledge of leadership and management best practices, including HR principles and policy.
- Exceptional human relations skills to collaborate with diverse people, personalities and communication styles; establish harmony and cooperation with work teams inside and outside the legislative branch; facilitate meetings and group discussions; and negotiate in a complex, high-stakes environment.

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Abilities

- The Director of Local & Regional Affairs must have the ability to:
- Communicate complex information in an accessible, accurate, and compelling manner, including the preparation of professional and influential written materials on a variety of complex and sensitive public policy matters.
 - Conduct research and analysis on a wide range of issues and synthesize complex information.
 - Learn, interpret, and apply relevant sections of the King County Code, as well as local, state, and federal legislation.
 - Think judiciously and strategically in a fast-paced environment, and prioritize workload accordingly.
 - Maintain confidentiality and discretion when working with elected officials.
 - Develop and maintain positive and productive work relationships with staff, community members, elected officials, and other stakeholders.
 - Apply equity and social justice principles to all aspects of the position, including management of staff.
 - Occasionally attend meetings that occur after-hours in all areas of greater King County.

Education and Experience

The position typically requires a master’s degree in public administration/affairs, government, communications, finance, or a closely related field and a minimum of five years of experience working directly with elected officials in local or regional government. Additional experience may substitute for higher education.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

FLSA Designation	Exempt (Executive)
Levels within same series	None
Class History	Created 11/2022; Previously Director of Municipal &
Regional Affairs	