

Metropolitan King County Council

Position Descriptions



Position: Equity and Social Justice (ESJ) Director	FLSA: Salaried, overtime exempt
Department: Council Administration	Salary Grade: 131
Council Approved: March 27, 2019	

Summary

The Equity and Social Justice Director is responsible for representing the King County Council by leading the effective development of inclusive government practices, engagement with and among communities, strengthening of networks via communication and collaboration with internal and external partners to support the Council and community goals and priorities. Particular focus of this position is to be responsive to residents who have historically lacked a strong voice and influence in local government, including communities of color, limited-English speaking populations and low-income residents.

Distinguishing Career Features

The Equity and Social Justice Director is a senior-level professional position. This position focuses on advocating for approved Council positions and policies with communities across King County. Equally important, this position obtains community input throughout the policy development process. The Equity and Social Justice Director reports to the Chief of Staff and is responsive to all nine councilmembers.

Essential Duties and Responsibilities

- Serves as a primary point of contact, communication and facilitation between the Council and communities, with particular focus on residents who have historically lacked a strong voice and influence in local government, including communities of color, limited-English speaking populations and low-income residents.
- Creates and develops tools and build staff capacity to enable King County to effectively and sustainably include and engage with communities to advance programs, practices and policies and address inequities.
- Provides leadership and support for Council inclusion and engagement efforts.
- Leads outreach and networking with a wide array of community sectors and organizations.
- Improves inter-branch coordination on ESJ issues.
- Develops and help implement new policies, systems and enhanced inclusion practices.
- Serves as Council's subject matter expert and adviser on inclusion and engagement practices, serve as a mentor to staff, and serve on community and County teams.
- Attends relevant local community meetings on behalf of the Council.
- Prepares correspondence, reports, legislation or other analytical work as directed by the Chief of Staff and/or councilmembers. Works closely with the Council's policy staff on legislation as necessary.
- Independently applies knowledge and experience in public policy across a broad spectrum of issues that impacts communities of color, the immigrant and refugee community, the disability and aging community, LGBTQIA+ people, and low income communities.

- Has a thorough understanding and can advocate for the Council's equity and social goals.

Qualifications

Knowledge and Skills

- Demonstrated knowledge of community engagement, equity and inclusion concepts and best practices.
- Experience working with a broad array of community partners and organizations.
- Knowledge of language access issues.
- Demonstrated use of research and analysis methods, and analytical and problem solving skills.
- Skilled in applying quantitative and qualitative analysis and evaluating data for decision making.
- Demonstrated policy and program development skills.
- Excellent verbal, written, and interpersonal communication skills.
- Skilled at public speaking, meeting facilitation and negotiations.
- Demonstrated skills of directing work of multi-disciplinary staff and teams.
- .
- Experience working with and for elected officials in a highly visible, fast-paced political environment.
- Knowledge of the structure and issues of King County government, particularly the legislative and executive branches.
- Detailed knowledge of the relevant stakeholder groups and their interests, especially when those interests may diverge or compete.
- Analytical skills and experience reviewing legislation.
- Advanced knowledge of the techniques used for conducting effective meetings, communications, community outreach, and difficult conversations.
-
- Knowledge of the principles and practices of public administration.
-
- Extremely well-developed human relations skills to adapt to diverse populations, personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch.

Abilities

- Requires the ability to carry out the functions of the position.
- Requires extensive negotiation and mediation skills. Requires knowledge of conflict resolution techniques.
- Requires the ability to direct and prepare professional and influential written materials on a variety of complex and sensitive public policy matters.
- Requires the ability to conduct research and analysis.
- Requires flexible, agile thinkers in sometimes chaotic political situations.
- 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 and influential work relationships with

peers, county organization units, communities, and agencies.

- Requires the ability to prioritize workload to meet deadlines.
- Requires consistent attendance and punctuality and the ability to work some evenings to attend relevant community meetings.
- Requires the ability to write clearly and persuasively, as well as use graphics to inform diverse audiences regarding complex legislative activity.
- Requires the ability to manage multiple tasks simultaneously and on tight timelines.
- Requires ability to use computers and common desktop software
- Requires the ability to travel.

Education and Experience

The ideal candidate will have a bachelor's degree and a minimum of 3 years of relevant experience working directly with elected officials in local or regional government. Additional experience may substitute for higher education.