

# Metropolitan King County Council

## Position Descriptions



Position: Government Relations Associate	Position Number:
Department/Site: Council Administration	FLSA: Exempt salaried, overtime exempt,
Approved Council: June 8, 2015	Salary Grade: 123

### Summary

Provides specialized assistance for legislative advocacy and governmental affairs that are initiated by and/or impact the Council and the County. Works with Council and Executive staff and conducts independent research on policy issues, as well as monitors the progress of legislation. Reports to and provides a wide range of confidential support to the Council's Director of Government Relations (DGR).

### Distinguishing Career Features

The Government Relations Associate follows in a career path designated for lobbying, advocacy, and intergovernmental affairs. Advancement to this position requires compliance with the stated qualifications and the ability to provide research, logistics, staff and outreach support to the government/municipal relations, strategic policy, communications and advocacy functions. Advancement will be based on need and requires the ability to define issues, coordinate intergovernmental teams on legislative matters of common interest, and promote specific legislation at the direction of the DGR to enhance the County's operations.

### Essential Duties and Responsibilities

- Conducts research to recommend solutions and propose strategies for legislative action. At the direction of the DGR; initiates, assembles, writes, and presents to the Council, legislative issues for discussion and prioritization.
- Participates in assessing political positions, provides advice and counsel, formulates proposed and draft strategies for proposing and influencing legislation. Develops draft talking points on legislation for use by Councilmembers, King County Council staff, legislators, lobbyists, media and the public.
- Reviews, tracks, analyzes, and interprets proposed legislation on matters related to County programs, operations, and financing. Prepares synopsis of legislative activity and discussion to support lobbying activity.
- At direction of the DGR and in consultation with the Director of Municipal Relations, may attend legislative sessions at the State and local level to support and supplement the activity of other government relations staff, other governmental agency staff, and consultants.
- Prepares correspondence, reports, agreements, resolutions, and briefing packets for a variety of meetings involving government relations, municipal and strategic policy staff and lobbying activity.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the Council. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate executive and council staff. Keeps the DGR informed of all activity.
- Provides assistance to certain aspects of projects such as, but not limited to, data research and

compilation, needs assessments, conversion of data to charts, tables, and graphs, and report production.

- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and legislative calendars and cycles. Establishes and works within time-lines for projects, activities, and required reports.
- At the direction of the DGR and in coordination with legislative branch staff and King County Executive's Director of Government Relations, schedules meetings with elected officials, executives of other County agencies, and outside entities. Participates in and provides support for meetings such as preparation of agendas and materials, taking notes, and providing follow-up.
- Schedules, makes arrangements for, and assists coordination of legislative activist meetings. Prepares and distributes meeting notices and agendas, records proceedings, and drafts minutes and/or recollections of committee meetings.
- Establishes and maintains complete sets of records and files on government relations activity, including those used in preparing public disclosure reports. Prepares and submits for approval to DGR, periodic reports dealing with topics such as, but not limited to, office activity, public disclosures, and ethics.
- Assists the DGR with communications from and to Councilmembers, council staff, the County's Executive Branch, other government and community-based agencies on legislative activity and information needs. As directed, attends meetings as a representative of the department.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- The position requires knowledge of the legislative process and influence points. This includes legislative, council, and committee parliamentary rules and procedures.
- Requires knowledge of research methods and project steps.
- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools.
- Requires a working knowledge of modern office procedures including file maintenance, handling of sensitive and private information, correspondence, and note taking.
- Requires well-developed math skills to perform statistical and financial analyses.
- Requires well-developed knowledge of modern English to prepare professional reports suitable for public and internal communication.
- Requires well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch, and facilitate small group discussions.

### **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires a high level of confidentiality and discretion.
- Requires the ability to learn, interpret, and apply relevant sections of the King County Code, and

local, state and federal legislation.

- Requires the ability to setup and sequence steps in conducting research and analysis.
- Require understanding of state and federal legislative processes
- Requires the ability to remain objective with politicians 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 work relationships with peers, other committees, county organization units, communities, and agencies.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines. Requires the ability to work varying schedules and travel to remote locations.

### **Physical Abilities**

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and locations.
- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

The position requires a Bachelor's degree in business or public administration, public relations, marketing, urban planning or related discipline and three years of experience in a guest relations, marketing communications, or public/community relations environment.

### **Licenses and Certificates**

Requires a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist. Travel, including overnight stays, to the State Capitol and to various other locations may be required.