

Metropolitan King County Council

Position Descriptions



Position: Local and Regional Affairs Manager	FLSA: Salaried, overtime exempt
Department: Local and Regional Affairs	Salary Grade: 127
Council Approved: 11-2-2022	Revised: 10/7/22

Summary

The Local and Regional Affairs Manager provides critical project management and communications support to the Local and Regional Affairs team. Under the guidance of the Director of the Local and Regional Affairs, the Local and Regional Affairs Manager produces timely and accurate communication related to matters of local and regional significance; works internally to ensure that the Council's policy and legislative interests are appropriately prioritized; organizes special projects and events on behalf of the Council; and supports the efforts of relevant boards, committees, and other organizations. This is a salaried, at-will, overtime exempt classification.

Distinguishing Career Features

The Local and Regional Affairs Manager is a strategic and analytical communicator, relationship-builder, and project manager who will work to enhance the values, goals, communications and policy objectives of the Council with internal and external audiences.

Essential Duties and Responsibilities

Local and Regional Affairs

- Work with the Director of Local and Regional Affairs, 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.
- Produce a wide range of communications in support of the Council's local and regional policy efforts, including reports, presentations, fact sheets, talking points, correspondence, and infographics; leverage both internal and external resources to assist with communications as appropriate.
- Provide internal support for the Director of Local and Regional Affairs by fielding staff inquiries and prioritizing requests for information; coordinate with central staff, district staff, executive staff, and others to ensure that the Council's needs are effectively met.
- Attend meetings, monitor trends, and report on developing issues in local and regional government entities across King County. Participate in meetings on behalf of the Director upon request.
- Monitor daily Council and committee activity to remain up-to-date with meetings, agendas, and proposed legislation.

Project and Event Management

- Plan, coordinate, and participate in events, meetings, and special proceedings, including board and commission meetings, committee and council meetings, appointments, and dissolution proceedings.
- Manage the expectations of participants and elected officials for all special events; ensure that events and activities are conducted in an orderly manner and comply with King County Code and other requirements.
- Under the supervision of the Director, coordinate efforts with Local and Regional Affairs project administrators to ensure that the team is working efficiently and effectively.

Qualifications

Knowledge and Skills

- Professional experience in government relations, public relations, and/or community engagement.
- Outstanding communications skills, including writing and editing, public speaking, and presentation skills.
- Strong analytical skills with an ability to exercise discretion and good judgment.
- Excellent organizational and project management skills, with the ability to move a project through from concept to completion with very little supervision.
- Understanding of government structure, public administration, and the legislative process, including policy analysis.
- Project ownership and an ability to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having competing objectives.
- Basic knowledge of human behavior, individual differences in ability, personality and interests, learning styles, and motivation.

Abilities

The Local & Regional Affairs Manager must have the ability to:

- Produce professional, accurate, and timely communications in a wide variety of formats, geared toward diverse audiences.
- Apply equity and social justice principles to all aspects of the position, and especially with respect to producing communications.
- Multitask, set priorities, and meet multiple deadlines in fast-paced environment.
- Work effectively and efficiently in a team as well as independently.
- Analyze policy, legislation, or the strengths and weaknesses of proposals, alternatives and conclusions; must also be able to spot potential issues of concern.
- Develop and maintain positive relationships with staff, elected officials, external partners, and the public.
- Maintain confidentiality and discretion when working with elected officials.
- Occasionally attend meetings that occur after-hours in all areas of greater King County.

Education and Experience

The position typically requires a bachelor's degree in government or public administration, public policy, public relations, political science or equivalent and five years' experience in a complex organization. Additional higher education may substitute for some experience.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

FLSA Designation

Levels within same series

Class History

Exempt (Administrative)

None

Created 11/2022; Previously External Relations Manager