

Metropolitan King County Council

Position Descriptions

Position: Deputy Director	FLSA: salaried, overtime exempt
Department: Office of Law Enforcement Oversight	Salary Grade: 132
Council Approved: December 10, 2018	

Summary

The Deputy Director serves in a leadership role for the Office of Law Enforcement Oversight (OLEO) and holds duties related to both program supervision as well as to agency administration and management. The Deputy Director supervises OLEO work projects in a manner that is responsive to the office's mandates, mission and professional standards. The Deputy Director has lead responsibility in addressing issues relating to OLEO's authorities and access to information, including collective bargaining with police unions and addressing improper denials of access to information. The Deputy Director also takes leadership in establishing office policies and protocols, and contributes to strategies for promoting effective team work and good morale in the office. The Deputy Director is a salaried, at-will, overtime exempt classification. This position reports to the OLEO Director.

Distinguishing Career Features

The Deputy Director is a capable professional with experience managing people and projects, leading teams, building toward positive work culture, and advancing the work of police oversight.

Essential Duties and Responsibilities

- Manages the development, implementation and evaluation of work plans, policies & procedures, processes and systems to help achieve OLEO mission and goals.
- Participates in planning, organizing and managing the broad breadth and depth of OLEO's work to ensure it is timely, of high quality, useful, and in compliance with the office's mission and standards.
- Leads OLEO efforts to ensure that the office has access to needed information to conduct its duties, including serving as a point person for collective bargaining and challenges to improper denials of information.
- Oversees OLEO records management and coordinates with Clerk of County Council and Prosecuting Attorney's Office on public disclosure and discovery request responses.
- Plans, organizes, supervises, and evaluates policy staff. Assists in establishing performance requirements and professional development targets. Monitors performance and provides mentoring for performance improvement and development.
- Participates in recruitment, hiring, and training of staff.
- Contributes to development of OLEO's budget. Reviews proposed projects and services and develops options for the annual budget. Participates in monitoring compliance with legislative intent. Reviews consulting and other contracts.
- Directs and participates in police practices reviews, analyses and studies, including developing and editing reports, advising staff in developing recommendations, and communicating results of studies. Ensures conclusions are based on adequate supporting evidence. Ensures report

language is clear, convincing, objective and concise.

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- Provides management oversight to team leaders and staff in resolving complex problems relating to OLEO's work. Ensures staff work is performed in accordance with appropriate standards and office policies.
- Supervises and prepares written and oral briefings on OLEO's work to the County Council and agencies.
- Communicates with county stakeholders, other governments, the media, and community members about the work of OLEO.
- Participates in developing and making policy decisions for the administration of OLEO. Supervises and prepares proposed legislation relating to the functions of the office and implementation of improvements to internal procedures and operations.
- Performs other duties as assigned that support the overall office mission and objectives of the position.

Qualifications

Knowledge and Skills

- Advanced knowledge of police practices, police oversight, police investigations, and the criminal justice system.
- Experience with collective bargaining with public employee unions and familiarity with labor law.
- Knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- Advanced knowledge of investigative and research techniques, principles and practices.
- Experience preparing professional reports and documents suitable for public communication.
- Knowledge of working with news media including writing news releases and quotes for distribution.
- Working knowledge of principles and practices of civil and administrative law, particularly those impacting OLEO and police oversight.
- Knowledge of King County codes, regulations, administrative and legal procedures and the operation and jurisdiction of OLEO.
- Excellent written and verbal communication skills, including strategic messaging.
- Commitment to equity and social justice and knowledge of and sensitivity to the needs, concerns of individuals from diverse cultures, backgrounds and orientations.
- Well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation within an independent organization, and facilitate group discussions and issue resolution with a variety of stakeholders in situations that may be sensitive, high risk and publicly visible.

Required Abilities

- Ability to carry out the duties and responsibilities of the position.
- Ability to apply critical thinking and analysis to issues associated with organizing and supervising OLEO work and teams, and to monitor performance objectives and work plans to conduct reviews in a wide variety of financial, operational, and program situations.
- Ability to direct and provide oversight to complex, rigorous and politically sensitive reviews and other oversight activities, and to manage a heavy workload with tight deadlines.
- Ability to prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience, including the ability to present findings and

recommendations clearly, logically, and persuasively to a diverse group of audiences.

- Ability to identify policies, training, systems and issues in the interest of helping lead a more productive and harmonious agency.
- Ability to draft internal policies and procedures.
- Ability to maintain productive and cooperative relationships with those encountered on work-related matters, including law enforcement, elected officials, the media, County employees, representatives of other governmental agencies, and the public.
- Consistent attendance and punctuality.

Education and Experience

The position typically requires a law degree, or advanced knowledge of the law gained through experience in a legal, investigatory or police oversight capacity.

Licenses and Certificates

May be required to travel throughout King County or surrounding areas in a timely manner.