

Metropolitan King County Council

Position Descriptions



Position: Chief Policy Officer	FLSA: salaried, overtime exempt
Department: Administration/Policy	Salary Grade: 134
Council Approved: November 1, 2022	Revised: 10/22/22

Summary

The Chief Policy Officer serves as the director for the Metropolitan King County Council’s non-partisan analytical team, including legislative analysts and committee assistants. As an executive-level member of the Council’s leadership team, the Chief Policy Officer is responsible for the efficient overall management and administration of the legislative services staff; development and administration of analytic standards; committee lead and support assignments; and legislative and policy assignments for analysis. The Chief Policy Officer is a salaried, at-will, overtime exempt classification that reports to the Chief of Staff but is responsive to all members of the Council.

Distinguishing Career Features

The Chief Policy Officer serves as a leader, supervisor and project manager with advanced expertise in program management, long-range strategic planning, and quantitative and qualitative analysis. The ability to build and lead teams through ambiguity and conflicting political and policy priorities to deliver high quality, non-partisan and unbiased public policy and fiscal analysis is critical.

Essential Duties and Responsibilities

Legislative Analysis & Supervision

- Ensure the accuracy, integrity, and timeliness of the King County Council’s legislative activity, including drafting of motions, ordinances, and all supporting reports and materials.
- Work closely with the Council’s legal team, clerk, and code reviser to ensure that all legislation complies with King County Code, Washington State law, Council Rules, and other regulatory requirements.
- Prioritize, assign, and monitor the work of legislative support staff, providing technical guidance and feedback to policy analysts on a comprehensive list of subjects.
- Oversee the policy team’s participation in the Council’s biennial budget process, coordinating workflow and facilitating the adoption of a biennial budget.
- Conduct briefings and presentations for staff and councilmembers, both individually and at public Council and committee meetings.
- Anticipate significant policy and political issues affecting King County and provide guidance on a wide range of complex and often politically sensitive strategic, policy, organizational and management issues.

Leadership & Management

- Provide management support to an approximate 25-member policy team, with a focus on professional development: coach and mentor, engage in teambuilding, conduct performance evaluations, resolve conflicts, and manage personnel matters.
- In coordination with the Council's Chief of Staff, represent the Council in discussions with labor partners, including participating in collective bargaining negotiations; ensure adherence to collective bargaining agreements.
- Serve on the Council's leadership and senior director teams, working cross-functionally to ensure the smooth operations of legislative branch activity.
- Ensure that the Council's commitment to equity and social justice is paramount in decision-making and policy-setting processes.

Special Projects/Other Duties as Assigned

- Provide guidance on Council-led projects or initiatives, such as interlocal agreements or charters; act as a resource for all legislative branch staff on issues of a significant policy, organizational, and political nature.
- Establish and maintain productive relationships with the county's executive departments, other jurisdictions, and external customers; participate in external committees or other activities to stay up-to-date on performance, trends, and issues.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Advanced knowledge and expertise in public administration, public policy management, public budgeting, financial planning and analysis, public relations and communications, or any equivalent that can aid policy analysis and development.
- High-level leadership and management skills, including supervision; teambuilding; performance management; facilitation, negotiation and conflict resolution; prioritization of work and competing objectives; and general knowledge of human resources best practices.
- Must know how to convey complex information to a wide variety of audiences in an accessible, thoughtful manner and in a variety of formats.
- The ability to prepare and deliver formal presentations to private and public audiences on a number of wide-ranging, often politically sensitive topics.
- Extensive knowledge of the legislative and policy development processes and council and committee parliamentary rules and procedures.
- Knowledge of federal and Washington state mandates and programs for the assigned subject matter, especial state and federal revenue streams that support county functions.
- Knowledge of county functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Requires well-developed math skills to perform statistical, financial, and economic analyses, qualitative and quantitative techniques for measuring effectiveness.

Abilities

The Chief Policy Officer must have the ability to:

- Lead a non-partisan team in a politically complex environment, maintain neutrality and objectivity.
- Interpret and apply relevant sections of the King County Code, as well as local, regional, state and federal laws and regulations.
- Develop work plans for conducting complex research and analysis requiring participation of other internal and external groups.
- Apply equity and social justice principles to all aspects of the position, including management of staff.
- Evaluate implications of new information for current and future problem solving and decision-making.
- Use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions or whether proposals comply with policy, laws, or regulations.
- 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.
- Think judiciously and strategically in a fast-paced environment, and prioritize workload accordingly.

Education and Experience

The position typically requires a master's degree in public administration, behavioral or social service, political science, business, economics or equivalent discipline that will enable job performance and ten years of experience in managerial and advanced professional level capacity involving analytical, communications, budgeting, and policy work.

Working Conditions

Work is performed indoors where minimal safety considerations exist.