



Class Summary

The responsibilities of this class include one or both of two tracks. The first is management involving supervision of work units or multi-disciplinary work teams and budget; supervision of complex research analysis or planning projects; or management, including supervision and budget management of a multiple-component program. The second track is the technical expert track, in which incumbents serve as technical experts with unique skills for a division in the area of research, planning or systems development.

Distinguishing Characteristics

This is the fourth level within a four-level Project/Program classification series involving a combination of analytical, planning and coordination work. Positions in this classification are considered highly skilled in the areas of research, analysis, policy or program development, planning, systems development and public involvement and/or supervision of professionals involved in research, analysis, policy development or system or program development and implementation. Incumbents in this classification direct or provide technical assistance to the work of others; are responsible for multiple projects or programs; determine program or project budgets, schedules and scopes; and may have political accountability for the work performed by the program or project.

Examples of Duties (May vary by position)

1. Prioritize program goals/objectives.
2. Frame budgetary, statutory and operating conditions for the program.
3. Direct and/or supervise the work of multiple professional staff, including quality assurance.
4. Ensure that program maintains compliance with all relevant laws and regulations.
5. Manage contracts or grants involving multiple agencies.
6. Determine project or program budget, schedule and scope. Assist in justification of project, program and/or agency budget requests. Determine financial and performance indicators and use evaluation findings to redirect the project or program. Monitor the financial status of the program or projects.
7. Negotiate inter-local agreements on behalf of King County.
8. Serve as the technical expert to perform complex research and analysis.
9. Serve as expert adviser with unique skills and abilities in a particular field.
10. Work directly with elected officials on issues affecting the program.
11. Supervise staff, including hiring, recommending effective discipline or termination and developing training expectations.
12. Serve as mentor to other staff.
13. Investigate grievances; may have authority to resolve grievances.
14. Resolve problems presented by difficult clients or constituents.
15. Provide leadership to community coalitions.

16. Handle politically sensitive inquiries about the program or work being done.
17. Serve on division management team.
18. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of research and analysis methods

Knowledge of other relevant agencies and systems

Knowledge of general government principles and procedures

May require knowledge of specific program

Written and oral communications skills

Public speaking skills

Analytical and problem-solving skills

Budgeting skills

Policy development and interpretation skills

Facilitation and negotiation skills

Program advocacy and promotion skills

May require staff supervision skills

Skills in directing work of multi-disciplinary staff

Skills in managing multiple tasks simultaneously

Skills in applying quantitative and qualitative analysis and evaluating data for decision making

In addition to the above requirements, may also require skills in applying marketing principles

Licensing/Certification Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation	Exempt (Administrative)
Levels within same series	Project/Program Manager I, II, III and IV
Class History	Created 11/1996
	Updated 2/2003
	Updated 10/2007 Changed font and format