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2 A MOTION specifying job responsibilities for
3 the Legislative Policy Development Staff of
4 the King County Council.

5 BE IT MOVED by the Council of King County:

6 The Legislative Policy Development Staff of the King County Council shall
7 have the following duties and responsibilities:

8 Legislative Administrative Assistant:

- 9 1. Under the direction of a committee chairman, serve as advisor for
10 a Council committee.
- 11 2. As requested by a Council member or as assigned by the Council,
12 represent the Council as a delegate or alternate on committees,
13 boards, and organizations, such as the Puget Sound Governmental
14 Conference, King County Comprehensive Health Planning Board,
15 King-Snohomish Manpower Consortium, etc.
- 16 3. Under the direction of the Council Administrator and Council
17 Chairman, conduct or coordinate issue and policy research and
18 analysis for both ongoing and assigned work program projects.
- 19 4. Initiate and develop for Council review and action program and
20 policy recommendations.
- 21 5. Prepare proposed legislation as directed by a Council member,
22 Council Chairman, or the Council Administrator.
- 23 6. Under the direction of the Council Administrator, review and
24 evaluate the Executive proposed budget and, through continuing
25 liaison with assigned Executive departments, monitor compliance
26 with Council established objectives and provisos.

27 Policy Research Director:

28 In addition to the duties of a legislative administrative assistant,

- 29 1. Under the direction of the Council Chairman and Council
30 Administrator, coordinate the development of and administer
31 the annual Council legislative work program.
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2. In consultation with the Council Administrator, receive and assign ongoing research activity to legislative staff.
3. Advise Council Administrator on legislative research staff requirements.
4. Advise the Chairman of the Council on the preparation of the Council calendar, Council meetings, and Committee-of-the-Whole agendas.

PASSED this 17th day of March, 1975.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Robert B. Dunn

VICE CHAIRMAN

ATTEST:

Janet M. Quinn
Clerk of the Council

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