



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 15831**

**Proposed No.** 2021-0095.2

**Sponsors** Balducci

1                   A MOTION approving a job description for the position of  
2                   information technology services supervisor.

3                   WHEREAS, OR- 0230 of the council's organizational motion compilation  
4 requires that the employment and administration committee to recommend all job  
5 descriptions within the legislative branch of King to County to the council for approval,  
6 and

7                   WHEREAS, the council seeks to hire an individual to serve as the information  
8 technology services supervisor to supervise the functions of the council's information  
9 technology staff;

10                  NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 15831


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11           The job description for the position of information technology services  
12 supervisor, Attachment A to this motion, is hereby approved.  
13

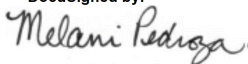
Motion 15831 was introduced on 2/16/2021 and passed by the Metropolitan King  
County Council on 3/2/2021, by the following vote:

Yes: 8 - Ms. Balducci, Mr. Dembowski, Ms. Kohl-Welles, Ms.  
Lambert, Mr. McDermott, Mr. Upthegrove, Mr. von Reichbauer and  
Mr. Zahilay  
No: 1 - Mr. Dunn

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
7E1C273CE9994B6...  
Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...  
Melani Pedroza, Clerk of the Council

**Attachments:** A. Metropolitan King County Council Position Description, Position: Information  
Technology Services Supervisor



# Metropolitan King County Council Position Descriptions

Position: Information Technology Services Supervisor	FLSA: Exempt
Department: Council Administration	Salary Grade: 127
Council Approved:	

## Summary

The Information Technology Services Supervisor (IT Services Supervisor) serves as a working supervisor of a group of technical staff assigned and dedicated to a specific information technology (IT) functional area or mix of functional areas supporting an enterprise-wide system for the legislative branch.

Legislative branch functional area assignments included one or more of the following: application development, LAN administration, desktop support, network operations, GIS, database development, help desk support and similar specialty areas. The IT Services Supervisor is a salaried, at-will, overtime exempt classification. This position reports to the Director of Operations but is responsive to all members of the council.

## Distinguishing Career Features

This is a stand-alone classification. The IT Services Supervisor demonstrates expertise in multiple areas and is responsible for performing the full range of supervisory duties, including evaluating performance and recommending and implementing discipline. This position requires detailed technical knowledge of each functional area assigned, is accountable for all work product of the IT work group. The IT Services Supervisor implements operational aspects of IT strategic plans and ensures adherence to all policies and standard operating procedures within the work unit. The IT Services supervisor manages multiple projects simultaneously, provides technical guidance to staff, resolves technical issues, and ensures installed systems are working effectively and improvements are implemented and monitored to increase efficiency. Successful candidates at this level have the advanced knowledge required to implement technology solutions for functional areas.

This classification is required to serve as the primary liaison for the Legislative Branch with King County Information Technology (KCIT) and includes attending meetings with KCIT.

## Essential Duties and Responsibilities

- Supervise professional information technology staff in assigned function(s). Establish priorities and work schedules; coach, motivate and evaluate job performance; conduct performance evaluations; recommend hiring and disciplinary actions; identify and recommend training needs and provide training.
- Provide guidance and technical assistance to legislative branch staff; troubleshoot and solve problems; resolve customer complaints.
- Supervise the day to day administration and maintenance of assigned IT functional areas. Coordinate the integration and implementation of new applications or systems into existing applications and systems.
- Perform technical work in assigned specialty functional area(s).
- Work directly with clients on routine operational and maintenance issues. Identify, analyze, and recommend appropriate technology solutions to meet business needs.
- Prepare work area standard operating procedures; ensure compliance with technology policies and procedures.
- Coordinate and implement functional area IT projects. Participate in the preparation of IT project documents; represent the Legislative Branch with KCIT project review board, as needed.
- Prepare written detailed documentation and reports as required.
- Act as functional area technology representative with internal and external customers.
- Perform other duties as assigned.

## **Qualifications**

### **Knowledge, Skills and Abilities**

- Knowledge of information systems techniques and principles including analysis, design, development, implementation, maintenance, documentation and training procedures and practices; skill in assigned specialty area.
- Knowledge of the principles and practices associated with human resources, supervision, leadership style, team building, and performance management.
- Knowledge of project management principles and techniques.
- Knowledge of information technology at King County.
- Knowledge of the Open Public Meetings Act and Public Records Act.
- Strong communication skills, including ability to translate highly technical issues to staff.
- Analytical, planning, and organizational skills.
- Problem solving, conflict resolution and decision-making skills.
- Skill in performing technical analysis, design, implementation, maintenance, documentation, and training in area of specialty.
- Skill in supervising a technical work team.
- Skill in system documentation and writing standard operating procedures.
- Skill in working on several projects or assignments simultaneously.
- Skill in building consensus among a diverse group of individuals with conflicting viewpoints.
- Skill in maintaining productive and cooperative relationships with those encountered on work-related matters, including elected officials, legislative branch staff, and representatives of other King County departments.
- Applies equity and social justice principles in day-to-day work and interactions.

### **Education and Experience**

The position typically requires a bachelor's degree in in computer science or related technical field and five years of progressively responsible experience in the setup of computer workstations, network operations, and personal computer technical support. Education and experience may be combined to demonstrate the requisite knowledge, skills, and abilities necessary for this position.

## Certificate Of Completion

Envelope Id: 3A42EAF9E3C346D3BB028CE1625C1004	Status: Completed
Subject: Please DocuSign: Motion 15831 Attachment A.pdf, Motion 15831.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 2	Initials: 0
Certificate Pages: 2	Envelope Originator:
AutoNav: Enabled	Angel Allende
Envelopeld Stamping: Enabled	401 5th Ave
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Suite 100
	Seattle, WA 98104
	Angel.Allende@kingcounty.gov
	IP Address: 198.49.222.20

## Record Tracking

Status: Original	Holder: Angel Allende	Location: DocuSign
3/3/2021 10:12:42 AM	Angel.Allende@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

## Signer Events

Claudia Balducci  
 claudia.balducci@kingcounty.gov  
 King County General (ITD)  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 7E1C273CE9994B6...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.222.20

## Timestamp

Sent: 3/3/2021 10:14:16 AM  
 Viewed: 3/9/2021 2:47:12 PM  
 Signed: 3/9/2021 2:47:30 PM


### Electronic Record and Signature Disclosure:

Not Offered via DocuSign  
 Supplemental Documents:

Motion 15831 Attachment A.pdf

Viewed: 3/9/2021 2:47:17 PM  
 Read: Not Required  
 Accepted: Not Required

Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 8DE1BB375AD3422...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 198.49.222.20

Sent: 3/9/2021 2:47:32 PM  
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 Signed: 3/9/2021 4:23:47 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign  
 Supplemental Documents:

Motion 15831 Attachment A.pdf

Viewed: 3/9/2021 4:23:40 PM  
 Read: Not Required  
 Accepted: Not Required

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	3/9/2021 4:23:36 PM
Signing Complete	Security Checked	3/9/2021 4:23:47 PM
Completed	Security Checked	3/9/2021 4:23:47 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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