



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**September 13, 2016**

**Motion 14726**

**Proposed No. 2016-0443.2**

**Sponsors Dunn and Balducci**

1                   A MOTION approving a job description for the King  
2                   County Flood Control Zone District executive director.

3                   WHEREAS, the King County Flood Control Zone District contracts via an  
4 interlocal agreement with King County for the delivery of programs, services and  
5 administration support on a full cost recovery basis; and

6                   WHEREAS, the King County Flood Control Zone District has determined a need  
7 for supplemental staffing support from the King County council; and

8                   WHEREAS, the King County Flood Control Zone District executive committee  
9 has identified new and updated job skills, experience, duties and responsibilities to meet  
10 their needs through recommending a job description for an executive director;

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

12 Attachment A to this motion, the job description for the King County Flood  
13 Control Zone District executive director, a King County position, is hereby approved.  
14

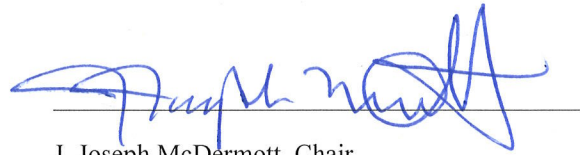
Motion 14726 was introduced on 9/6/2016 and passed by the Metropolitan King County Council on 9/12/2016, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,  
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles  
and Ms. Balducci

No: 0

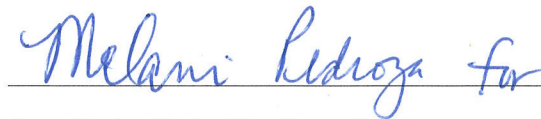
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments:** A. Position Description King County Flood Control Zone District Executive Director

# Metropolitan King County Council

## Position Description



King County

Position: King County Flood Control Zone District Executive Director	Department/Site: Flood Control District Administration
Approved By:	FLSA: Exempt
Date Approved:	Salary Grade: 133

### Summary

The King County Flood Control Zone District (District) Executive Director (Director) is responsible for the efficient overall management and administration of the District and the administration unit and its employees. The Director develops and oversees contracts with King County and other jurisdictions to implement the District's capital program and services, and manages the day-to-day administrative functions of District operations. The Director is salaried, at will and overtime exempt, and reports to the Councilmember who serves as Chair of the District, and is accountable and responsive to all councilmembers who serve on the King County Flood Control Zone District Board of Supervisors.

### Distinguishing Career Features

The Director staffs the District's Board of Supervisors (Board), which sets the policy; adopts the annual operating and capital budgets; and approves projects, grants, contracts, and interlocal agreements with other jurisdictions. The Director also supports a 15-member Advisory Committee, made up of local government officials and citizens, which provides advice to the Board relative to annual operating and capital budgets.

### Essential Duties and Responsibilities

- Coordinate, oversee and manage the capital program and services provided to the District by contract, including issuing and reviewing requests for proposals, developing scoping documents, and overseeing contract and project implementation and reporting;
- Develop District goals, policies, plans, programs and annual budgets, in compliance with the Board's direction;
- Develop and maintain relationships with the Board, as well as with Board staff, King County staff, city elected officials and staff, and the public;
- Carry out business and administrative duties, including development and publication of meeting agendas, in coordination with the District's Clerk;
- Prepare reports analyzing policies, budgets, and framing decisions;
- Develop and carry out all communications regarding the Board's activities;
- Review financial reports and invoices;
- Assist in developing the District's strategic and business plans, as well as developing the District's annual work plan, subject to Board approval;
- Monitor the performance of District funded projects and the District's satisfaction of overall goals;
- Research and analyze information provided by contractors and others, and prepare reports to the Executive Committee and Board to inform decision making; conduct objective analysis of issues, ensuring consistency with existing policies; coordinate legal review as necessary;
- Provide advice and counsel on complex subject-specific matters involving strategic direction, policy, and organizational and operational issues;

- Support outside committees, such as the Advisory Committee, as needed;
- Serve as District spokesperson;
- Oversee District communications and intergovernmental relations;
- Manage District staff when hired; and
- Perform other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

This position requires:

- Advanced knowledge of business management and/or organizational leadership.
- Advanced knowledge and experience with capital program management.
- Experience providing direct staff support to elected officials.
- Advanced experience managing operating and capital budgets.
- Advanced experience working with resource and permit agencies.
- General knowledge of state laws regarding the operation of local governments, including budgeting, auditing, and fiscal management;
- Well-developed human relations skills to advise and influence others, to lead and facilitate group processes, and convey complex information to diverse audiences.
- Strong project management skills.
- Advanced knowledge of the structure and content of the English language to employ a variety of writing techniques that inform diverse audiences.
- Well-developed knowledge of, and skill in, using personal computers, common desktop productivity software including MS Word, Excel and PowerPoint and specialized research tools.

#### **Abilities**

This position requires:

- The ability to carry out the functions of the position and effectively plan and implement program activities.
- Strong interpersonal skills, with the ability to effectively work with local, state, and federal elected officials, local, state, and federal employees and contractors.
- The ability to clearly synthesize information and complex ideas and communicate them effectively and clearly to the Board, the Executive Committee, contractors, and the public.
- The ability to work collaboratively with numerous stakeholders and facilitate group processes and problem solving.
- The ability to work independently and under deadline pressure.
- Experience within the last 3 years using general MS Word, Excel and PowerPoint applications.
- The ability to convert complex issues and convey them in a way that enables and enhances understanding.
- The ability to plan and implement activities such as large group meetings, community events and news conferences.
- The ability to write professional content clearly and concisely, and to prepare and present visually appealing written communications.
- Confidentiality and the ability to work on sensitive matters.

#### **Physical Abilities**

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

**Education and Experience**

- A Bachelor's degree in Public or Business Administration or Engineering, or at least five years' experience in the subject area of those degrees;
- At least five years' experience in business management and/or organizational leadership;
- At least five years' experience with capital program management, including managing operating and capital budgets and working with resource and permit agencies; and
- At least five years' experience providing direct staff support to elected officials.

**Licenses and Certificates**

Requires a valid driver's license.

**Working Conditions**

Work is usually performed indoors where minimal safety considerations exist. Work will also require site visits to flood facilities along rivers and in unimproved areas.