



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 15586

Proposed No. 2020-0060.1

Sponsors Balducci

1 A MOTION approving a job description for the position of
2 central staff assistant.

3 WHEREAS, the council's central staff provide administrative,
4 committee, clerical, communications, government relations and policy
5 analysis services to support the council in its duties as the legislative
6 branch of King County government, and

7 WHEREAS, the council requires additional support to assist in the
8 coordination the efforts of the central staff;

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

11

- 12 The job description of central staff assistant is approved as found in
13 Attachment A to this motion.
14

Motion 15586 was introduced on 1/21/2020 and passed by the Metropolitan King County Council on 1/28/2020, by the following vote:


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

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Claudia Balducci, Chair

ATTEST:



Melani Pedroza, Clerk of the Council

Attachments: A. Central Staff Assistant Position Description

Metropolitan King County Council Position Descriptions



Position: Central Staff Assistant	Position Number:
Department/Site: Council Administration	FLSA: Hourly, Overtime eligible
Approved Council: TBD	Salary Grade: 22

Summary

Provides specialized assistance for assigned central staff directors, including directors of Operations, Communication, and Municipal Relations. Works with Council and Executive staff and supports assigned directors, as well as conducts independent research and analysis. This position reports to the Director of Municipal Relations, but will provide assistance to other assigned central staff directors.

Distinguishing Career Features

The Central Staff Assistant requires compliance with the stated qualifications and the ability to provide research, logistical, staff and outreach support to the assigned central staff directors. Advancement will be based on organizational needs and requires the demonstration of the ability to fulfill the duties of this job description, as well as define emerging issues, coordinate on disparate legislative matters of common interest, and anticipate the needs of assigned central staff directors to enhance the Council's operations.

Essential Duties and Responsibilities

- Conducts research to recommend solutions and propose strategies.
- Participates in assessing Council positions, provides perspective and guidance, and formulates proposed and draft strategies for delegated initiatives. Develops draft talking points.
- Reviews, tracks, analyzes, and interprets subjects related to County programs, operations, and financing, particularly as they relate to the needs of assigned central staff directors. Prepares synopses of meetings and discussion to support Council initiatives.
- At the direction of assigned central staff directors, will attend and monitor outside meetings, particularly for the Municipal Relations Director. Meetings may occur outside of regular working hours. Will work with supervisor to adjust schedule to meet 35 hour work week.
- Prepares correspondence, reports, agreements, resolutions, and briefing packets for a variety of meetings.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the Council. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate executive and council staff. Keeps the assigned, central staff directors informed of all relevant activity.
- Provides assistance to certain aspects of projects such as, but not limited to, data research and compilation, needs assessments, conversion of data to charts, tables, and graphs, and report production.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and Council calendars and cycles. Establishes and works within time-lines for projects, activities, and required reports.
- At the direction of the assigned central staff directors, schedules meetings. Participates in and

facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.

- Requires the ability to prioritize workload to meet deadlines. Requires the ability to work varying schedules and travel to remote locations.

Education and Experience

The position typically requires a Bachelor's degree in public administration, business, communications, political science, pre-law or the equivalent and two years of experience in an administrative support capacity within a governmental setting. Experience may substitute for education.

Working Conditions

The normal working hours shall be 7 hours a day and 35 hours per week. Position may require work outside of typical work hours, including nights and weekends to attend community meetings and other assigned duties.