



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16629

Proposed No. 2024-0207.2

Sponsors Upthegrove

1 A MOTION approving a job description for the position of
2 operations manager.

3 WHEREAS, OR 2- 030 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 County to the council for approval, and

6 WHEREAS, the council seeks to approve the job description of operations
7 manager;

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

Motion 16629

9 The job description for the position of operations manager, Attachment A to this
10 motion, is hereby approved.

Motion 16629 was introduced on and passed by the Metropolitan King County Council on 7/9/2024, by the following vote:

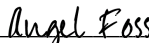
Yes: 8 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry,
von Reichbauer and Zahilay
Excused: 1 - Upthegrove

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


DocuSigned by:

E76CE01F07B14EF...
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

C267B914088E4A0...
Melani Hay, Clerk of the Council

Attachments: A. Operations Manager Position Description

 <p>King County</p>	<p align="center">Metropolitan King County Council Position Description</p>	
Position: Operations Manager	FLSA: salaried, overtime exempt	
Department: Legislative Branch	Salary Grade: 128	
Council Approved:		

Summary

The Operations Manager reports to the agency or work group director and oversees all aspects of office administration and operations. Key responsibilities include establishing and maintaining office, program, and project budgets; managing projects and workflow; strategic planning and implementation; conducting program and project analyses; producing reports and other communications; HR activities, including recruiting and onboarding; and promoting effective teamwork and morale. The Operations Manager is a salaried, at-will, overtime exempt classification.

Distinguishing Career Features

The Operations Manager is a mid-level manager position that works with limited supervision to manage people and projects, ensure efficient and effective day-to-day operations, and advance the strategic goals of the organization.

Essential Duties and Responsibilities

Office Administration

- Develop the organization’s annual budget with input, considering proposed program and project needs and economic environment; provide budget projections, monitor/track expenses, and manage accounting transactions.
- Oversee procurement efforts and ensure compliance with County regulations and best practices; continuously review and monitor consultant and other contracts.
- With the support of the legislative branch HR department, lead the recruitment, hiring, onboarding, and training of staff.
- Serve as the primary records custodian for the office and ensure compliance with all local, state, and federal records laws; coordinate with appropriate King County entities (e.g., Clerk of Council, Prosecuting Attorney, King County Sheriff) to promptly respond to public records requests.
- Supervise administrative and project staff, including assigning workload, providing training, and monitoring and evaluating performance.

Planning and Project Management

- Participate in strategic planning efforts to help meet the organization’s mission and goals, identifying actionable tasks and activities for implementation.

- Serve as a liaison between organizational work groups and project teams, track project progress, and facilitate information-sharing across the organization.
- Evaluate program, project, and personnel effectiveness and recommend process improvements; ensure that the organization is compliant with internal and external policies, regulations, and best practices.
- Develop, implement, and evaluate work plans, policies, procedures, processes, systems, and databases.

Information Management

- Oversee the production and publication of annual reports or other public information, ensuring timeliness, accuracy, and accessibility.
- Maintain, coordinate, and ensure access to internal and external databases, including auditing data and workflow to ensure data quality and integrity.
- Coordinate public communication and correspondence, including information that may be sensitive, controversial, and/or confidential.

Other Duties

- Performs other duties as assigned that support the overall office mission and objectives of the organization.

Knowledge, Skills, and Abilities

- Thorough knowledge of office management practices, including information flow, financial management, records management, contracting, and communication.
- Knowledge of the rules, regulations, protocols, and procedures associated with budget administration, contracting, and records management.
- Familiarity with King County codes, regulations, administrative and legal procedures, and the operation and jurisdiction of the organization.
- Excellent written and verbal communication skills, including strategic messaging.
- Excellent organization and project management skills.
- Commitment to equity and social justice, and knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability to apply critical thinking and analysis to issues associated with organizing work and teams, and to monitor performance objectives and work plans to conduct reviews in a wide variety of financial, operational, and programmatic situations.
- Ability to identify policies, training, systems, and issues in the interest of helping lead a more productive and harmonious agency.
- Ability to draft internal policies and procedures.
- Ability to maintain productive and cooperative relationships with those encountered on work-related matters, including external partners, elected officials, the media, employees, representatives of other governmental agencies, and the public.

Education and Experience

The position requires education and/or a minimum of five years of experience in all or most of the following areas: project management, agency administration, office management, strategic planning, recruiting, and database management.

Licenses and Certificates

Some positions may require a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. In addition, some positions may be required to complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

Working Conditions

- Office environment with some travel within King County.
- Occasional work in the field.
- Generally flexible re: schedule, telework.

Certificate Of Completion

Envelope Id: 2D601307C2374704887F7BC38FBB3FD1	Status: Completed
Subject: Complete with DocuSign: Motion 16629.docx, Motion 16629 Attachment A.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 3	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

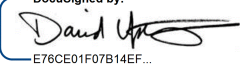
Record Tracking

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7/10/2024 11:41:55 AM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Dave Upthegrove
dave.upthegrove@kingcounty.gov
Chair
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Uploaded Signature Image
Using IP Address: 67.185.138.82

Timestamp

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Electronic Record and Signature Disclosure:
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ID: ad77adfd-1f25-4524-8038-59de091b6a92

Angel Foss
Angel.Foss@kingcounty.gov
Deputy Clerk of the Council
King County Council
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 24.16.183.40

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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
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	7/10/2024 3:12:00 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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