

Legislative Aide I:

King County Councilmember Reagan Dunn

Council District 9

About the King County Council:

The Metropolitan King County Council oversees the second largest government and the most populous county in Washington State. Nine councilmembers represent over 2.25 million residents and serve as the local government representatives for the 250,000 people living in unincorporated areas. King County is the 13th largest county in the United States in terms of population. King County provides an array of regional services, including public health, Metro transit, wastewater treatment, solid waste, community and human services, and criminal justice.

Councilmember (CM) Reagan Dunn represents District 9 (D9), which includes 80,000+ unincorporated residents, as well as residents in the cities and surrounding areas of Bellevue, Newcastle, Renton, Maple Valley, Covington, Black Diamond, and Enumclaw. Additionally, D9 boundaries encompass the reservation lands of the Muckleshoot Indian Tribe.

You will be joining a team of 4-5 people, which includes 3-4 staff and CM Dunn.

Position Description:

CM Dunn is seeking a highly capable, detail-oriented, and organized Legislative Aide I to function as the CM's scheduler, constituent liaison, and general support staff for the D9 office. The Legislative Aide I is an integral member of the D9 team, working closely with the CM and the Chief of Staff to manage the CM's complex and busy schedule while serving as the "front face" of the D9 office.

As CM Dunn's scheduler, you will work closely with the CM to ensure his time is managed efficiently and his day-to-day activities run smoothly. This role requires a person who is attentive and responsive to the CM's scheduling preferences and can confidently prepare and brief the CM on all the details of his day.

As the first point of contact for all people who engage with our office, you will be a key representative of CM Dunn in responding to D9 constituents' needs expediently and with a friendly demeanor. You will perform tasks including answering the D9 phone, monitoring incoming email, investigating constituent issues, and coordinating the D9 team's response to those issues as needed.

In addition to calendar management and constituent relations, the Legislative Aide will also have opportunities to engage in different aspects of D9 operation in both a support role for team members and project based assignments based experience and aptitude.

A candidate who is successful in this role is able to take ownership of assignments and projects, has exceptional organizational and communication skills, demonstrates a high level of discretion and confidentiality, and is a team player.

The Legislative Aide reports directly to the CM as well as the Chief of Staff (CoS).

In this role, you will have the opportunity to:

- Provide high-level administrative support to the CM.
- Manage all details of the CM's calendar, including but not limited to meetings, events, and press interviews.
- Monitor the CM's email inbox, screening correspondence and communicating with internal and external stakeholders on his behalf.
- Maintain awareness of the CM's schedule, movements, and needs throughout day.
- Serve as primary point of contact for all District 9 calls, mail, email, and office visits.
- Manage constituent casework, including assigning casework to other D9 staff and performing outreach to D9 communities as needed.
- Work with the CoS and District Director to schedule and organize event appearances, logistics, and materials associated with CM attendance.
- Organize the CM's travel arrangements, including flights, hotels, and itineraries.
- Maintain all records for the CM in accordance with the Washington State Public Records Act and respond to Public Records Requests.
- Ensure office inventory and supplies are maintained, placing orders as needed and tracking basic office expenses, and receipt management.
- Manage the daily operation of the office space.
- Exercise tact, discretion, and good judgement in all constituent and interoffice interactions.
- Other duties as assigned.

The most successful applicants will possess the following **experience, knowledge, and skills**:

- College degree and at least two years of experience performing similar job duties and responsibilities, OR equivalent experience that provides the knowledge to meet the job requirements.
- A high level of customer service skills, including strong listening skills, empathy, and ability to drive solutions forward.
- Demonstrated ability to take initiative and proactively problem-solve.
- Excellent communication skills, both written and oral, and the ability to communicate with a diverse range of people and personalities.
- Be able to anticipate the needs of the CM.
- Basic research and analytical skills.
- The ability to articulate policy concepts and complex issues tactfully and effectively.
- High degree of organizational skill.
- Ability and desire to work collaboratively and to solve problems creatively.
- Ability to manage multiple and simultaneous "priority" tasks and stay highly focused.
- Ideally resides within District 9 or demonstrates strong ties to the district.

Work Schedule and Location

This position is FLSA overtime exempt. This position will occasionally require non-traditional work hours to attend meetings, community engagement activities, or scenes of critical incidents occurring at night or on the weekends. This position is a hybrid position, requiring 3-4 days per

week onsite, including 1-2 days at the King County Courthouse in downtown Seattle and 2 days in the D9 district office south of Issaquah.

COMPENSATION & HOW TO APPLY: This position is open to all qualified candidates. Acceptable proof of identity and authorization to work in the United States are required by federal immigration law. The annual salary range for this position is \$80,000 – \$85,000 depending on experience and includes employer paid medical, dental and vision insurance as well as a generous vacation and leave program.

APPLICATION MATERIALS REQUIRED:

Please send the following materials to Reagan Dunn’s Chief of Staff at cody.eccles@kingcounty.gov with the subject “Legislative Aide I”

- 1.** Cover Letter highlighting your qualifications for this position (PDF)
- 2.** Resume (PDF)
- 3.** List of three professional references, including email, phone number, and relationship to you

NOTE: Failure to submit all required forms and materials may prevent further consideration