



KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

September 8, 2016

FCDEC Motion

Proposed No. FCDECM2016-05.1

Sponsors

1 A MOTION approving a position description for an executive
2 director, and authorizing the job search process to commence.

3 WHEREAS, the King County Flood Control Zone District ("District") was
4 formed by Ordinance 15728 of the King County council to address the far-reaching and
5 significant threats to public health, public safety, and economic activity posed by
6 flooding throughout the county; and

7 WHEREAS, the District board of supervisors determined that the District requires
8 ongoing management services and authorized the chair to enter into a contract for such
9 services under Resolution FCD 2008-07.2; and

10 WHEREAS, the current contract for management services expires on December
11 31, 2016; and

12 WHEREAS, the District board of supervisors determined that the District's
13 interests are best served by having a full-time executive director who is an employee of
14 King County; and

15 WHEREAS, the executive committee has reviewed and desires to approve a
16 position description for the executive director;

17 NOW, BE IT MOVED BY THE EXECUTIVE COMMITTEE OF THE KING
18 COUNTY FLOOD CONTROL ZONE DISTRICT:

19 SECTION 1. The executive committee approves the position description for
20 District executive director, which is Attachment A to this motion.

21 SECTION 2. The chair is authorized to begin the recruitment process for an
22 executive director.

23

FCDEC Motion was introduced on and passed by the King County Flood Control District Executive Committee on 8/29/2016, by the following vote:

Yes: 5 - Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr.
Upthegrove and Ms. Balducci
No: 0
Excused: 0

KING COUNTY FLOOD CONTROL ZONE
DISTRICT EXECUTIVE COMMITTEE
KING COUNTY, WASHINGTON


Reagan Dunn, Chair

ATTEST:



Anne Noris, Clerk of the District

Attachments: A. Position Description for District Executive Director

Metropolitan King County Council

Position Description



Position: Executive Director	Department/Site: King County Flood Control Zone District
Approved By:	FLSA: Exempt
Date Approved:	Salary Grade: <i>(to be determined through County classification system with low-end of range at \$130,000)</i>

Summary

The King County Flood Control 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, oversees, and implements the District's services, County contracts, day-to-day operations, and capital programs and projects.

The Director is salaried, at will and overtime exempt, and reports directly to the Chair of the District.

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 all aspects of the 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

The position requires at least five years professional experience in a community service environment, administering community-based programs that involve coordination with volunteers and other stakeholders.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

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