



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16245**

**Proposed No.** 2022-0425.2

**Sponsors** Balducci

1                   A MOTION approving the job description for the position  
2                   of director of government relations for the King County  
3                   council.

4                   WHEREAS, OR-0230 of the council's organizational motion compilation requires  
5                   that the employment and administration committee to recommend all job descriptions  
6                   within the legislative branch of King County to the council for approval, and

7                   WHEREAS, the King County council seeks to update the job description for the  
8                   position of director of government relations for the King County council;

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

Motion 16245

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- 10           The job description for the position of director of government relations for the  
11 King County council, Attachment A to this motion, is hereby approved.

Motion 16245 was introduced on 10/18/2022 and passed by the Metropolitan King County Council on 11/1/2022, by the following vote:

Yes: 8 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,  
McDermott, Upthegrove and Zahilay  
Excused: 1 - von Reichbauer

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:

*Claudia Balducci*

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Claudia Balducci, Chair

ATTEST:

DocuSigned by:

*Melani Pedroza*

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Melani Pedroza, Clerk of the Council

**Attachments:** A. Metropolitan King County Council Job Description - Director of Government Relations

# Metropolitan King County Council

## Position Description



Position: Director of Government Relations	FLSA: salaried, overtime exempt
Department: Governmental Relations	Salary Grade: 131
Council Approved:	Revised: 10/11/22

### Summary

The Director of Government Relations is responsible for planning, managing, and overseeing the activities and operations of the County Council's government relations office, including monitoring state and federal government activities; developing legislative agendas that advance the work of the county and the County Council; managing the Council's federal and state consultants; and coordinating legislative activity with the executive branch and other stakeholders. The Director of Government Relations also analyzes and interprets highly complex state and federal proposals, laws, and regulations and their impact on the county. This position is a salaried, at-will, overtime exempt classification that reports to the Council Chief of Staff but is responsive to all members of the council.

### Distinguishing Career Features

The Director of Government Relations is an executive-level position, responsible for directing, coordinating, facilitating, and accomplishing the Council and county's political and legislative objectives at the state and federal level. The Director is an appointed position and requires considerable skill and expertise at mobilizing and managing county efforts to support and advocate for specific legislation.

### Essential Duties and Responsibilities

#### *Legislative Advocacy*

- Coordinate with legislative and executive branch staff and elected officials to develop, implement, and monitor work plans to achieve legislative objectives.
- Provide overall direction for the county's legislative presence at the state level, including developing, recommending, and implementing strategies, methods and resources to advance county interests.
- Develop the Council and county state legislative agenda, including soliciting and integrating legislative priorities of individual Councilmembers into one cohesive agenda. Work cooperatively with county agencies to identify and refine proposed issues included in the legislative package.
- Conduct work sessions to establish priorities and goals within the context of the state's legislative and political environment. Prepare and present legislative agendas for assigned topics/portfolios to the Council.
- Ensure representation of the county's interests throughout legislative sessions, at interim committees, work groups, negotiations, and discussions. Leverage legislative and executive resources to develop information and materials for use in advocating positions.

- Attend and represent the County Council at hearings, meetings, and other events, including testifying before legislative committees. Conduct informal and formal negotiations with legislators, members of the executive branch, and other local governments.

#### *Policy Analysis*

- Propose and develop legislative amendments and resolutions in response to legislative developments, often under urgent and sensitive deadlines.
- Provide consultation, political advice, advocacy, or defense of county interests, management of special projects, leadership on legislative workgroups and analysis of legislation and policy affecting county operations.
- Establish and oversee the timely review and analysis of pending legislation. Direct support staff to research and review legislation using reports, meeting minutes, and information from legislative information systems.

#### *External Affairs*

- Develop and maintain effective relationships with members of State Legislature, the Governor's Office, members of Congress, and other elected officials to advance matters important to the county. Meet with state policy and decision makers to present the County's positions.
- Represent the Council's positions and interests with a wide range of citizen groups, state and national municipal and private sector associations, and other stakeholders.
- Oversee the planning and coordination of delegation visits to state and federal legislators, and coordinate legislative visits to the County Council.

#### *Team Management*

- Plan, direct, and coordinate the work of the government relations staff, including providing coaching and guidance, establishing performance expectations and conducting performance evaluations, resolving conflicts, and resolving personnel matters.
- Direct the activities of consultants and lobbyists engaged in promoting or advocating the county's positions and proposals to legislators. Ensure compliance with contract requirements and manage performance.

### **Qualifications**

#### **Knowledge and Skills**

- Advanced knowledge of government structures, public administration, and state and federal legislative processes, including advanced principles of legislative analysis and the statutory and ethical obligations of lobbyists.
- Familiarity with laws and regulations that govern the legislative process, as well as legislative, council, and committee parliamentary rules and procedures.
- A broad working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments and state subdivisions.
- An understanding of the principles and practices associated with supervision, leadership style, team building, and performance management.

- Working knowledge of county functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Political savvy, discretion, and judiciousness.
- An ability to conduct research, understand and synthesize complex data, and present information in a clear and accessible way.
- Outstanding communications and public relations skills to adapt to diverse personalities and styles, establish harmony and cooperation with work teams inside and outside the legislative branch, facilitate group discussions, make formal presentations, and carry out complex negotiations.

### **Abilities**

The Director of Government Relations must have the ability to:

- Learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation.
- Think judiciously to prioritize workload, maintain confidentiality, and use discretion when dealing with politically charged topics.
- Analyze, interpret, and communicate complex information to a variety of audiences, including the ability to understand implications of new information for current and future problem-solving and decision-making.
- Testify authoritatively before public bodies and represent the County effectively with legislative, government, business, community groups, and the public.
- Communicate and present information in a clear, concise, interesting, and logical manner, both orally and in writing.
- Apply equity and social justice principles to all aspects of the position, including management of staff.
- Develop and maintain positive and influential work relationships with peers, other committees, county organization units, communities, and agencies.
- Occasionally travel to remote locations and participate in after-hours meetings.

### **Education and Experience**

The position typically requires a bachelor's degree in public administration, political science, or related discipline and ten years of progressive experience in legislative research, legislative representation, and/or intergovernmental affairs, with four years in a leadership capacity. An advanced degree or law degree is preferred and may substitute for some experience.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Certificate Of Completion**

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Subject: Complete with DocuSign: Motion 16245.docx, Motion 16245 Attachment A.docx	
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Certificate Pages: 5	Envelope Originator:
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	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

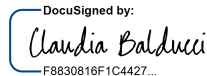
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Claudia Balducci  
 claudia.balducci@kingcounty.gov  
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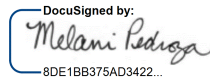
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**Electronic Record and Signature Disclosure:**

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 ID: e276032a-a96c-44b2-91af-2b318aa8690b

Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
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**Electronic Record and Signature Disclosure:**

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Editor Delivery Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	11/3/2022 7:34:50 AM
Signing Complete	Security Checked	11/3/2022 7:34:54 AM
Completed	Security Checked	11/3/2022 7:34:54 AM

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

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:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

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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](mailto: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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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.