

## FISCAL NOTE

Ordinance/Motion No.:

2nd Quarter Omnibus Ordinance

Title:

FMP Program Manager - District Court**PROGRAM MANAGER****KING COUNTY DISTRICT COURT****Term Limited Position from June 1, 2005 through December 31, 2005****General Functions:**

The responsibilities of this term-limited-temporary (TLT) position include serving as staff or lead for work teams and committees handling challenging analytical, planning and implementation matters for the District Court Facilities Master Plan (FMP) Project.

This TLT position involves a combination of analysis, planning, coordination and management. The employee in this position is expected to have expert level knowledge and experience regarding the operations of the District Court and how those operations impact facility needs. This employee must also have experience in project management and be able to work independently to compile and analyze the operational and associated facility needs of the District Court. This FMP project involves intra-court coordination, as well as coordination of information from other agencies and contract cities, to develop responses to information requests from Facilities and the Oversight Committee. The employee in this position will also be the program manager for implementing space planning changes already in progress related to the Operational Master Plan (OMP) including Redmond, RJC and Bellevue. Responsibilities also include the planning, coordination and oversight of other ongoing facility projects related to the OMP/FMP.

**Essential Functions:**

- Research, compile and prepare current and future Facility needed information in light of OMP recommended operational changes.
- Develop recommendations consistent with county-wide criminal justice goals, as well as the District Court's mission and vision.
- Provide technical court operation analysis for the FMP project.
- Provide support to the Oversight Committee.
- Develop/modify recommendations for implementation of changes to ongoing facility needs.
- Draft project responses, recommendations and evaluations.
- Provide staff support for all FMP and OMP related facility meetings.
- Manage data gathering and responses for FMP.
- Assist in the development of the budget for OMP related facility projects. Propose budget revisions.
- Represent the District Court in inter-jurisdictional or multi-agency meetings.
- Coordinate meetings to implement ongoing OMP related facility changes meetings.
- Represent the District Court at public hearings.
- Serve as the public information contact point for the FMP Project.
- Handle politically sensitive contract city matters.
- Coordinate work done by various project teams. Resolve team or unit disputes. Provide leadership to ongoing OMP/FMP related tasks.
- Coordinate review/comments processes related to FMP Project.
- Draft responses, sign letters when authorized.