

Metropolitan King County Council Classification Specification



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| Position: County Auditor | FLSA: Salaried, overtime exempt |
| Department: Auditor’s Office | Salary Grade: 134 |
| Council Approved: February 11, 2013 | Revised/Approved: Month 00, 2022 |

Classification Summary

The County Auditor is a single-incumbent role appointed by, and serving at the will of, the Council for a four-year term and is subject to reappointment per the King County Charter and King County Code. The County Auditor is a salaried, overtime exempt classification. This position reports administratively to the Chair of the Council and reports functionally to the Council as a whole.

Governing Characteristics of the Position

The County Auditor is an executive management position responsible for directing and managing the performance of an independent, objective audit organization that performs complex audits and oversight of King County government operations in compliance with Section 250 of the King County Charter, King County Code, Chapter 2.20, and Generally Accepted Government Auditing Standards. The County Auditor is appointed by the King County Council to a four-year term.

Career Progression

The County Auditor is the highest-level classification in the Auditor’s Office. Advancement to this position is based on need and appointment, and compliance with stated qualifications.

Essential Duties and Responsibilities

- Lead and manage the King County Auditor’s Office in an independent and objective manner that is consistent with Section 250 of the King County Charter, King County Code Chapter 2.20, Generally Accepted Government Audit Standards, King County’s equity and social justice principles, the public interest, and office mission and goals.
- Oversee strategic planning, implementation, and performance measurement and reporting that accomplishes office mandates and mission.
- Direct the development, implementation, and evaluation of activities, programs listed in 2.20.085, portfolios, work plans, policies and procedures, processes, and systems to achieve office goals and performance.
- Prepare for and pass regular external reviews of the office quality control system that ensures quality in compliance with Generally Accepted Government Auditing Standards.
- Ensure the office’s full and unrestricted access to persons, property, and records relevant to carry out its duties in alignment with King County Code 2.20.065.
- Manage relationships between the Auditor’s Office and entities across the county, including promoting understanding of findings and implementation of recommendations to ensure the office’s work improves performance, efficiency, equity, compliance,

transparency, and accountability of county government.

- Coordinate responses to media inquiries and public records requests.
- Direct the conduct of complex audits, oversight projects, and other office products. Review, edit, and approve all office reports and communications.
- Provide executive-level assistance to audit supervisors, team leaders, and staff in resolving complex and unusual problems relating to audits and other projects or interpersonal conflicts.
- Employ staff as necessary for conduct of the auditor's duties, see KCC 2.20.010.
- Plan, direct, and evaluate the performance of audit staff. Establish performance standards and personal development targets. Provide coaching for performance improvement and development.
- Create a work environment that communicates, reinforces, and encourages independence, objectivity, ethics, professional skepticism, and sound professional judgment. Cultivate a workplace culture where every employee experiences trust and respect, is treated with dignity, and feels engaged and confident to perform well.
- Plan, propose, and oversee the office budget. Manage the budget efficiently and responsibly in alignment with the Council-adopted work program and office strategic plan.
- Support the government audit profession by providing expertise, training, or participating in professional organizations.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Extensive professional knowledge of the theory, concepts, principles, and practices of government performance auditing and Generally Accepted Government Auditing Standards.
- Advanced professional knowledge of government operations, services provided, challenges faced, public administration, performance management, financial management, systems of internal control, project planning/management, quantitative/qualitative analysis, and how to translate this information into impactful audit and/or oversight work program topics.
- Well-developed communications skills to present and discuss findings and recommendations with policy-makers, executive management, and other key participants in situations that may be sensitive.
- A track record of professionalism, integrity, acting without bias, and conducting professional interactions diplomatically.
- Extensive professional knowledge of principles and practices associated with human resource management, including supervision, leadership, team building, and performance management.
- Advanced understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to King County government, including advanced knowledge of equity in qualitative and quantitative analysis.
- Exceptional organization, time management, project management, and communication skills.

- Advanced skills in interpersonal relations and emotional intelligence to adapt to diverse personalities and working styles, to work cooperatively within work teams, to facilitate small and large group discussions, and to prepare and deliver formal presentations.
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentations, and working knowledge of other applications used by the office.
- Working knowledge of privacy, public information, record retention laws, including those involving the handling of information and communications of a confidential and sensitive nature.
- Advanced knowledge of English usage, grammar, and writing frameworks to edit audit reports, oversight reports, and other office products.

Required Ability

- Carry out the duties and responsibilities of the position.
- Work effectively with the County Executive, County Council, elected and appointed agency heads, the judicial branch, public and private entities, labor organizations, and community members.
- Analyze problems of performance, program operations, financial management and administration, internal controls, and public policy.
- Interpret, apply, and coach others on Generally Accepted Government Auditing Standards; King County Charter; King County Code; local, regional, state, and federal mandates; tools and techniques of audit, oversight, logic, and reasoning to conduct analysis; and principles of objectivity, independence, professional skepticism, professional ethics, and confidentiality.
- Develop and monitor a complex budget.
- Balance innovation with traditional audit and oversight approaches to promote transparency, accountability, equity, efficiency, and effectiveness.
- Set the tone for ethical behavior throughout the organization by maintaining an ethical culture, clearly communicating acceptable behavior and expectations to each employee, and creating an environment that reinforces and encourages ethical behavior throughout all levels of the organization. Not be actively involved in partisan affairs.
- Apply an anti-racist management mindset to individual, interpersonal, institutional, and structural racism in the workplace. Engage in continuous reflection and positive actions toward an anti-racist organization.
- Facilitate the application of co-created collective principles of engagement when conflict or disagreements arise.
- Manage staff to ensure that the office has appropriate knowledge, skills, and abilities to complete the audit work program.
- Coach individuals to close any technical and essential trait/human skill development gaps.
- Consistent attendance and punctuality.
- Pass a complete criminal background check before appointment.
- Travel throughout King County or surrounding areas in a timely manner when necessary to perform job duties.

Education and Experience

The qualifications for this position are established by King County Code, KCC 2.20.010. The position typically requires a master's degree in public administration or related discipline that will enable job performance and 12 or more years of experience performing professional-level management, analytical, evaluative, and planning work, and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.