



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16159**

**Proposed No.** 2022-0242.1

**Sponsors** Balducci

1                   A MOTION approving the job description for the position  
2                   of audit director within the King County auditor's office  
3                   and replacing the job description of deputy auditor.

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 auditor's office seeks to replace the current job  
8                   description for the position of deputy auditor within the King County auditor's office with  
9                   the new job description of audit director;

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

11                  The job description for the position of audit director within the King County

Motion 16159

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- 12 auditor's office, Attachment A to this motion, is hereby approved and replaces the job  
13 description of deputy auditor.

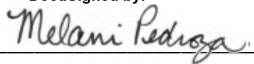
Motion 16159 was introduced on 6/21/2022 and passed by the Metropolitan King County Council on 7/12/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
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Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...  
Melani Pedroza, Clerk of the Council

**Attachments:** A. Metropolitan King County Council Classification Specification - Audit Director

## Metropolitan King County Council Classification Specification



Position: Audit Director	FLSA: Salaried, overtime exempt
Department: Auditor's Office	Salary Grade: 132
Council Approved: Month 00, 2022	Revised:

### Classification Summary

The Audit Director could be a single incumbent or dual incumbent role, depending on operational needs. Staff in this role manage portfolios of audit and/or oversight work; support the County Auditor in office administration; and supervise the conduct of objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

### Distinguishing Features of the Position

The Audit Director simultaneously directs one to two portfolios of audit and/or oversight work, supervises one to four audit and/or capital oversight projects, and participates in administration of the Auditor's Office. The Audit Director leads teams in the Auditor 1–5 series and/or Capital Projects Analyst 1–2 series in conducting complex and sensitive audit and oversight work, manages project staff performance, and maximizes project impact. The Audit Director builds and maintains strategic networks, alliances, and engagement with key partners inside and outside the County. The Audit Director must be able to independently balance, and deliver on, high profile competing priorities and very high workload. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

### Career Progression

The Audit Director is the highest-level classification in the Auditor's Office aside from the County Auditor.

### Essential Duties and Responsibilities

- Manage one or more complex audit or oversight portfolios such as Capital Projects Oversight Program, the Law Enforcement Audit Program, and/or the Transit Audit Program.
- Provide leadership in work program planning, development, and execution.
- Support development and monitoring of the office budget in conjunction with the County Auditor. As assigned, provide training, support, and supervision for administrative staff working on the budget.
- Strategically share technical expertise for the growth of the government audit profession. This may include providing regional or national trainings, acting as a mentor, and/or participating in or leading professional associations.
- Ensure that audits and oversight activities are conducted independently, objectively, and in compliance with office policies and government auditing standards.

- Direct the conduct of complex oversight projects. This includes complex project planning methodology development, project management, risk assessment, qualitative and quantitative analysis, equity analysis, development of findings and recommendations, and communication of audit results.
- Cultivate a positive workplace culture where every employee experiences trust and respect, is treated with dignity, and feels engaged and confident to perform well.
- Help create a work environment that communicates, reinforces, and encourages independence, objectivity, ethics, professional skepticism, and sound professional judgment.
- Help develop, and prepare for peer review, the office's system of quality control.
- Manage project communication strategies to maximize project impacts and positive working relationships external to the office.
- Establish personnel performance standards in conjunction with County Auditor. Supervise project personnel to achieve the standards.
- Orient, coach, and train staff. This may include audit standards, office policies, audit techniques, analytics, writing, equity, quality assurance, and communications.
- Coordinate legal review and other consultations related to assigned projects.
- Provide input on officewide products and participate in officewide initiatives, activities, or other assignments.
- Perform other duties as assigned that support the overall objective of the position.

## Qualifications

### Required Knowledge and Skill

- Extensive professional knowledge of the principles and practices in three or more of the following areas: government performance auditing, Generally Accepted Government Auditing Standards, public administration, budget and accounting, financial planning and analysis, transit, criminal legal system, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Must have extensive professional knowledge of the topic area of assigned portfolio(s).
- Extensive professional knowledge of local government operations, services provided, and challenges faced and how to translate this information into impactful audit and/or oversight work program topics.
- Extensive professional knowledge of principles and practices associated with supervision, leadership, team building, and performance management.
- Well-developed quantitative and qualitative skills to oversee complex statistical, financial, economic, and other analyses.
- Well-developed understanding of equity in qualitative and quantitative analysis to oversee complex analyses of potential disparities and human experiences.
- 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.
- Exceptional organization, time management, project management, and communication skills.
- Advanced skills in interpersonal relations to adapt to diverse personalities and working

styles, work cooperatively within work teams, facilitate small and large group discussions, and 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.
- Advanced knowledge of English usage, grammar, and writing frameworks to edit audit or oversight reports.

### **Required Ability**

- Carry out the duties and responsibilities of the position.
- Develop and monitor a complex budget.
- Work independently and manage workload with multiple and concurrent assignments and tight deadlines and coach others to do so.
- Ability to identify when staff workload becomes unsustainable and work with County Auditor to address the issue.
- Interpret, apply, and coach others on Generally Accepted Government Auditing Standards; King County Code; and local, regional, state, and federal mandates.
- Supervise a diverse team with different communication styles, and solicit, apply, and offer feedback to continuously improve work.
- Coach others in applying tools and techniques of audit, oversight, logic, and reasoning to organize and sequence steps in conducting analysis.
- Understand, apply, and coach others in the principles of objectivity, independence, professional skepticism, and professional ethics, including appropriate applications of confidentiality.
- Coach others to present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Facilitate the application of co-created collective principles of engagement when conflict or disagreements arise between internal staff.
- Coach others to close technical and essential trait/human skill development gaps.
- Coach teams to create and maintain transparent, agile, effective team member roles and responsibilities.
- Develop and execute sophisticated relationship and communications strategies with external parties and coach others to do so.
- Consistent attendance and punctuality.
- Conduct observations and analysis in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

### **Education and Experience**

The position typically requires a master's degree in public administration or related discipline that will enable job performance and 10 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.

**Certificate Of Completion**

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Supplemental Document Pages: 4	Initials: 0
Certificate Pages: 2	Envelope Originator:
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Envelopeld Stamping: Enabled	401 5th Ave
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	Seattle, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20


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Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

**Signer Events**

Claudia Balducci  
 claudia.balducci@kingcounty.gov  
 Council Chair  
 King County General (ITD)  
 Security Level: Email, Account Authentication (None)

**Signature**

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**Electronic Record and Signature Disclosure:**

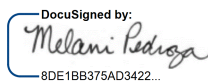
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 Supplemental Documents:

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Motion 16159 Attachment A.pdf

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Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
 Security Level: Email, Account Authentication (None)

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 Signature Adoption: Uploaded Signature Image  
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**Electronic Record and Signature Disclosure:**

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 Supplemental Documents:

Motion 16159 Attachment A.pdf

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**Intermediary Delivery Events**

**Status**

**Timestamp**

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