



Signature Report

FCD Resolution

Proposed No. FCD2020-04.2

Sponsors

1 A RESOLUTION relating to the organization of the King
2 County Flood Control Zone District, authorizing position
3 descriptions for the King County Flood Control District's
4 Engineer and Budget/Fiscal Analyst, and authorizing the
5 Executive Director to recruit and hire.

6 WHEREAS, the King County Flood Control Zone District Board of Supervisors
7 has determined that the King County Flood Control Zone District ("the District") requires
8 staff support from employees directly employed by the District, and

9 WHEREAS, pursuant to the District's Operating Rules and Procedures, job
10 descriptions for new positions must be approved by the Board of Supervisors; and

11 WHEREAS, as the needs of the District expand, the Board desires to employ an
12 Engineer and Budget/Fiscal Analyst to advise the Board;

13 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KING
14 COUNTY FLOOD CONTROL ZONE DISTRICT:

15 SECTION 1. The Board of Supervisors for the King County Flood Control Zone
16 District authorizes the position description for the Engineer attached hereto as
17 Attachment A and adopted herein by this reference.

18 The Board of Supervisors for the King County Flood Control Zone District
19 authorizes the position description for the Budget/Fiscal Analyst attached hereto as

20 Attachment B and adopted herein by this reference.

21 The Executive Director of the District is authorized to implement the recruitment

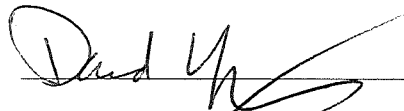
22 and hiring of these positions, in accordance with the District's rules and procedures.

23

FCD Resolution was introduced on and passed as amended by the King County Flood Control District on 2/11/2020, by the following vote:


Yes: 8 - Mr. von Reichbauer, Ms. Lambert, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles, Ms. Balducci and Mr. Zahilay
Excused: 1 - Mr. Dunn

KING COUNTY FLOOD CONTROL ZONE
DISTRICT
KING COUNTY, WASHINGTON



Dave Upthegrove, Chair

ATTEST:



Melani Pedroza, Clerk of the District

Attachments: A. FCD Chief Engineer dated 2-11-2020, B. FCD Fiscal Budget Analyst

King County Flood Control District

Position Description

2/11/2020

Position: Chief Engineer	FLSA: salaried, overtime exempt
Board Approved: 2/11/2020	Salary Grade:
Updated:	

Summary

Under direction of the Executive Director, analyze and review technical engineering, project and program work from service providers who implement river and floodplain management projects and programs on behalf of the King County Flood Control District. The Chief Engineer is a salaried, at-will, overtime exempt classification. This position reports to the Executive Director, but is responsive to all members of the Board of Supervisors.

Essential Duties and Responsibilities

Provide engineering review, technical oversight and quality control for the implementation of the King County Flood Control capital improvement projects and operating work programs.

Provide the King County Flood Control District with technical expertise to assist the board in policy making decisions including capital project implementation and sequencing.

Independently perform complex professional engineering and environmental assignments in river and floodplain management.

Direct personnel in the oversight and inspection of construction of river and floodplain management projects, including revetment, levee, floodwall or floodplain reconnection capital projects or repairs.

Work in close coordination with service providers in the technical and quality engineering review of capital improvement projects to apply accepted design and engineering standards.

Review approval of design and construction contract documents.

Work with service providers, local jurisdictions, tribes, and other parties to identify and prioritize projects and programs for implementation within King County.

Develop and maintain positive ongoing relationships with cities, residents, stakeholders, and local, state and federal agencies.

Maintains confidentiality of work-related issues and District information.

Other duties as assigned.

Qualifications

Knowledge and Experience

Knowledge of environmentally sensitive techniques used in river and floodplain management projects in the Pacific Northwest, such as bioengineering approaches for bank stabilization, incorporating riparian vegetation, and use of large wood in bank repairs and engineered logjams.

Knowledge and experience in scour and bank slope stability analyses as related to river facilities, e.g., levees and revetments.

Experience conducting field reconnaissance, and river facility inspections and

assessments.

Knowledge and understanding of geomorphic processes and sediment transport.

Experience in the preparation of engineering plans and specifications, detailed project quantities and cost estimates, and construction procurement bid packages. Experience directing the use of drafting and mapping software, such as AutoCAD and ArcGIS, for development of engineering drawings.

Experience in preparing analytical and design reports and making presentations to a wide variety of audiences.

Knowledge and experience in intergovernmental and tribal relations, legislative processes and policy issues. Knowledge and understanding of local, state, and federal permitting requirements.

Knowledge and experience in the application of floodplain management policies and associated county, state, and federal floodplain management regulations.

Experience interpreting flood and channel migration hazard mapping, including Flood Insurance Rate Maps and Studies.

Abilities

Ability to perform workload management, resource utilization, budget and schedule development for capital projects during planning, design, contracting, construction management, and operations and maintenance phases.

Demonstrated ability to communicate technical information effectively, in writing and verbally, with staff, consultants, business and professional groups, and landowners.

Maintain confidentiality, discretion, and situational awareness for effective performance.

Proficiency with PC including Microsoft Office Products, experience with other application software is desirable.

Physical Abilities

Requires the ability to conduct physical site inspections and evaluation, including times of inclement weather conditions. There is often a need to walk on uneven terrain, for extended periods of time. Field conditions include brushy, forested environments; river, stream and wetland corridors; and slippery, uneven surfaces and dynamic conditions in the outdoors.

Requires the ability to sit for extended periods of time to accomplish deskwork.

Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.

Requires normal hearing and speaking skills to communicate in one-on-one and group settings.

Requires visual acuity to read printed materials and computer screens.

Education and Experience

Registration as a professional engineer (P.E.) in the State of Washington or if licensed

in another state, must be eligible for professional engineering licensure by comity.

At least seven years of increasing responsibility in the application of river channel hydraulics and modeling, slope stability analysis, bank stabilization and levee design, project and construction management, permitting, and cultural resources requirements.

Bachelor of Science from an accredited college or university in civil engineering, specifically in the area of hydraulic engineering or river mechanics, or environmental engineering OR an equivalent combination of education and experience that provide the necessary knowledge, skills, and abilities to perform the described duties.

Master of Science in civil engineering specifically in the area of hydraulic engineering or river mechanics, or environmental engineering is highly desirable.

Licenses and Certificates

Require a valid driver's license, and ability to travel throughout King County in a timely manner.

Working Conditions

Work is primarily performed in an office environment, with occasional time spent in the field. Heavy workloads, deadline pressure, and interruptions due to changing priorities are not uncommon.

King County Flood Control District

Position Description

Position: Fiscal/Budget Analyst	FLSA: salaried, overtime exempt
Board Approved:	Salary Grade:
Updated:	

Summary

Under direction of the Executive Director, manages and coordinates development, implementation and monitoring of the District's annual operating and capital budgets, capital improvement plan and staffing levels. In addition to monitoring actual financial performance by comparing to budgetary projections, the position analyzes and interprets variances and prepares a variety of custom and standard reports and analysis, with recommendations, on financial data to support monitoring and decision making by Board of Supervisors. The Fiscal/Budget Analyst is a salaried, at-will, overtime exempt classification. This position reports to the Executive Director, but is responsive to all members of the Board of Supervisors.

Essential Duties and Responsibilities

Manages the development, implementation and monitoring of the District's annual operating and capital budget and capital improvement plan; including document preparation.

Performs fiscal analysis on a variety of issues in support of and to facilitate budgetary decision making.

Assesses fiscal impacts of alternative budget policies; new federal, state and local legislation; and administrative actions. Advises Board of Supervisors and District staff of those findings and alternatives pertaining to state code, policies and procedures and provides recommendations.

Prepares and presents written and oral presentations for Board of Supervisors and Executive Committee meetings, budget workshops and Advisory Committee meetings.

Prepares short and long-term financial forecasts, estimates and monitors the financial condition of the District. Leads revenue and expenditure forecasting based on current and economic trends, historical data and advises others of those findings.

Analyzes actual operating results including payroll throughout the year and compares to projected performance. Interprets data and presents results to the Finance Director and Mayor.

Monitors and analyzes short and long-term trends of budgeted revenues and expenditures to determine future problems or opportunities facing District operations. Develops options and makes recommendations to ensure that fiscal responsibility, control, and well-being are maintained.

Implements the adopted budget; coordinates and prepares budget amendments as required during the year, including coordination of the annual carryover process.

Provides financial data and analysis on special requests from elected officials and District staff on current and proposed projects and programs. Interprets results and formats to facilitate decision making.

Makes recommendations for efficiencies, strengthening internal controls, process changes and policy and procedure amendments as necessary.

Demonstrates the effects of alternative decision options by using financial modeling, studies and analysis.

Provides technical expertise to the District and outside agencies. May represent the District at meeting with outside agencies.

Manages existing account structure and update financial system chart of accounts in accordance with BARS.

Provides financial support, advice, and guidance to the District.

May be assigned finance or administrative support projects by the Executive or Deputy Executive Director.

Maintains confidentiality of work-related issues and District information.

Qualifications

Knowledge and Skills

General business and financial management practices needed to operate effectively in the District's business environment including finance administration, budget preparation and control and revenue projection principles.

Strong knowledge of municipal government budgetary principles, practices, operations and procedures and revenue projection principles.

State of Washington Budgeting, Accounting and Reporting System (BARS) as it relates to municipal budgets and annual financial reporting in Washington State.

Theory, principles and practices of Generally Accepted Accounting Principles (GAAP).

General business and payroll processing practices needed to operate effectively in a general business environment.

Proficiency with PC including Microsoft Office Products, experience with other application software is desirable.

Abilities

Perform budget, financial, research and administrative duties under little supervision with regular opportunity to apply independent judgment.

Accurately interpret and apply federal, state and local policies, laws and regulations.

Ability to set objectives and prioritize workflow in such a way that the overall goals of the District are met.

Use report writing software to develop custom reports as needed for the District.

Gather, organize and analyze large amounts of data accurately.

Work efficiently in a fast-paced work environment subject to interruptions and unexpected top priority assignments.

Show initiative in performing job functions and manage tasks and time effectively to meet rigid schedules and multiple demanding timelines.

Communicate effectively both orally and in writing.

Communicate complex financial information to a variety of audiences.

Maintain confidentiality, discretion and situational awareness for effective performance.

Effectively use Microsoft Office products such as Word and Excel.

Physical Abilities

Requires the ability to function indoors engaged in work of primarily a sedentary nature.

Requires sufficient ambulatory ability to move about office environs and outside locations.

Requires the ability to sit for extended periods of time to accomplish deskwork.

Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.

Requires normal hearing and speaking skills to communicate in one-on-one and group settings.

Requires visual acuity to read printed materials and computer screens.

Education and Experience

The position typically requires graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and at least five (5) years finance experience in accounting or finance work. Experience in budget management is preferable.

Licenses and Certificates

Require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.