

## King County, Washington

### Metropolitan King County Council

#### Chief of Staff

**Salary:** \$118,497 - \$159,365 DOQ.

**Description:** The Chief of Staff serves as the chief administrative, financial and senior operations executive for the Metropolitan King County Council.

As the legislative branch of county government, the Council sets policies, enacts laws, and adopts budgets that guide an array of services including:

- The criminal justice system of prosecutors and public defenders, District and Superior Courts, juvenile detention and adult jails
- The King County Sheriff's Office, which directly serves residents of unincorporated areas and contracts with many cities to provide police protection
- Public Health and Human Services
- Metro Transit bus services and county roads
- Wastewater treatment and solid waste management
- Regional parks, open space and trails
- Elections, records, and licensing

King County is the 14<sup>th</sup> most populous county in the nation and the second largest government in Washington State. Operating under a Home Rule Charter and a Council-Executive (both elected) form of government it serves a population of just over 1.9 million. The County has a budget of over \$5 billion and 13,000 employees. The nine elected members of the King County Council each represent a geographic district of about 200,000 residents. Council members are elected on a non-partisan basis and serve four-year terms.

The Chief of Staff is appointed by the Council and reports on a day-day basis to the Council Chair and is responsive to all members of Council. He/she is responsible for the overall management, planning and coordination of activities and services in support of the Council and in concert with the Director of Government Relations, and strategically manages policy and political issues facing the Council and King County. She/he directs and coordinates the work of legislative analysts, Legal Counsel and others on policy issues, is a member of the Council Management Team and leads a staff-level administrative team in collaboration with the Director of Government Relations and Legal Counsel.

He/she works closely with Council members and provides support to their personal staff. In addition to directing and integrating the activities of the Director of Government Relations,



Council policy, Clerk, administrative support and tech support staff, she/he also monitors the activities of the Auditor, Ombudsman, Tax Advisor, Board of Appeals, Hearing Examiner, and the Office of Enforcement Oversight.

The Council budget that the Chief of Staff oversees for 2012 is approximately \$14.75 million. There are also some 108 staff (FTE's) which include Councilmember personal support staff about sixty two (62) of the staff report either directly or through others to the Chief of staff.

**Qualifications:** Demonstrated knowledge of public administration/management, current policies, practices, trends, technology and information affecting county government and/or other public/private organizations. Strong human relations skills to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having sometimes competing objectives. Able to facilitate and moderate group discussions, prepare and deliver influential formal presentations to varying audiences and carry out advanced negotiations. Experience with project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment.

A bachelor's degree or equivalent in public administration, business, political science, economics or related field is required and a Master's degree or higher preferred. Eight years of experience in managerial and advanced professional level capacities involving analytical, evaluative, planning, coordinative work, etc. is very desirable as is an understanding of municipal/county, state and federal government as well as political process, elected and appointed leadership, and public-private partnerships/coordination. Comparable job experience may be substituted for educational requirements.

**More detailed information will be available soon in a formal position profile/brochure. Please visit our website again in a few days at: [www.executivesearchneher.com](http://www.executivesearchneher.com) or by calling us at the number listed below.**

**How to Apply:** *Please submit resume/letter of interest as soon as possible to:*

Robert Neher, President or Lawrence Davenport, Executive Vice President  
Neher & Associates LLC  
3790 Millerton Place, Suite 100  
West Sacramento, CA 95691  
916-443-2421 Phone  
916-443-5949 Fax  
[robertneher@executivesearchneher.com](mailto:robertneher@executivesearchneher.com)

Applications are preferred electronically at: [robertneher@executivesearchneher.com](mailto:robertneher@executivesearchneher.com) Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. This position will be open until filled; however, it is advisable

to apply as early as possible. (The King County Council may likely be screening Leading Candidates in late February and early March)

***King County is an employer that embraces diversity. An Equal Opportunity/ADA Employer; female, minority and disabled candidates are encouraged to apply.***