



## COUNCIL ADMINISTRATOR

**Department:** County Council  
**Job Class:** 061500  
**Pay Range:** Executive 11

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Manage the entire range of legal and legislative functions of the County Council office. This classification is responsible for the overall management, planning and coordination of activities and services that support the Council including, but not limited to, media communication, budget process, legislative process, and legal advice and research.

**SERIES CONCEPT:** The Council Administrator is a single classification that has overall management responsibility including the planning and coordination of activities and services that support the Council. Incumbent is also responsible for keeping Council apprised of politically sensitive matters that may have a significant impact on the County.

### **ESSENTIAL FUNCTIONS:**

- Ensure effective operations of the Council staff by planning, directing and coordinating activities such as media relations, intergovernmental advocacy, communications, policy development, administration legal and research staffing and preparation and analysis of legislation.
- Ensure effective operations of Council staff who coordinate and facilitate public proceedings and who provide administrative and analytical support.
- Develop, recommend, implement, and monitor work plans to achieve legal and research staff mission, goals and performance measures. Establish measures of effectiveness and direct and monitor performance against the plan and budget.
- Direct the development, implementation and evaluation of work programs, plans, processes, systems and procedures.
- Serve as liaison to the Executive Branch and other jurisdictions on issues related to the Council's agenda, proposed legislation and strategic partnerships.
- Direct and participate in developing the budget for the Council.
- Advise and direct Council legislative procedures for consistency with federal, state and local laws.
- Represent Councilmembers at public meetings as requested.
- Advise Council on status of upcoming appointments to County boards and commissions.
- Draft and propose policies, procedures, operations and legislation for Council consideration. Initiate and develop strategies and/or policy recommendations for Council review and action.
- Research citizen concerns and complaints regarding County operations and policy. Draft recommendations for response.
- Provides effective communication with the public including news releases and answers to public correspondence.
- Direct and conduct advanced research for procedural, organizational and administrative studies; prepare reports to affirm proposed recommendations including viable alternatives. Conduct briefings for staff and Councilmembers.
- Revise County Code.
- Supervise, plan and coordinate the activities of legislative, legal and research staff. Determine

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work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.

- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary action, up to and including discharge; approve leave requests, and overtime; and provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Council Administrator is accountable to the Council and responds to the requests of all Councilmembers. The position serves at the pleasure of the County Council and is required to solve problems having far-reaching impact and consequences with minimum direction or interaction with the Council. Council Administrator ensures that the staff serves the Council responsively and objectively in support of the County mission. Council Administrator advises the Council on hiring and discharge of legal and research personnel. Incumbent reports to the Council Chair and the Rules and Operations Committee. This position has full supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Council Administrator works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis; however, incumbents are frequently required to attend and support night meetings at the various district locations. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing are required. There is some walking; extended periods of sitting; some bending/stooping, pushing/pulling; and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Principles and practices of local government administration; legislative processes and procedures; and research process and techniques.
- Regional governance issues and emerging local, state and federal legislative issues.
- Government budgeting processes and budget management.
- Strategic management, leadership, team building, goal setting and performance management.

#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

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**Skill in:**

- Adapting to diverse personalities and styles, establish harmony and cooperation with work teams.
- Facilitating and moderating group discussions.
- Preparing and delivering influential formal presentations to audiences that may offer argumentative discussion.

**Ability to:**

- Carry out the functions of the position.
- Supervise staff to achieve desired performance and results.
- Research and draft effective and useful ordinances, resolutions, reports and other written materials.
- Develop and recommend legislative policy.
- Develop work plans for conducting complex research and analysis requiring participation of other internal and external groups.
- Remain calm and objective with politicians and staff; and properly handle private and confidential communications.
- Supervise a large administrative and professional work unit effectively and efficiently.
- Understand and follow instructions.
- Work effectively and productively with various audiences including, peers, committee members, special interest groups and other agencies.
- Communicate effectively, both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Membership in the Washington State Bar Association with 8 years of legal experience to include five years of managerial and legislative experience in government administration, fiscal management, or legislative affairs, with an additional two years in a supervisory capacity OR any equivalent combination of experience and education is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete all required background investigations. A valid Washington State driver's license is required.