



# KING COUNTY FLOOD CONTROL DISTRICT

## **Administrative Manager/Clerk of the Board**

**\$79,902 - \$107,459 Annually**

Closes: January 14, 2021 at 11:59 p.m.

### **WHO WE ARE:**

In April 2007, the Metropolitan King County Council created a new countywide special purpose district, the King County Flood Control District, to provide funding and policy oversight for flood risk reduction capital projects and programs in King County. The District brings a comprehensive approach to floodplain management and commits to multi-benefit projects that protect local communities and the health of the environment.

The Flood Control District's Board of Supervisors is its primary governing body and is composed of all nine members of the Metropolitan King County Council. The District is responsible for planning and funding maintenance and repairs of the flood control system.

The King County Flood District's fundamental role of government works to protect lives and property and ensuring that a significant portion of King County's economic infrastructure is safe from the damage that can be caused by fall and winter storms. We are a cooperative small team made up of committed public servants addressing the backlog of maintenance and repairs to levees and revetments, acquiring repetitive loss properties and other at-risk floodplain properties, and improving countywide flood warning and flood prediction capacity. For more, please see <http://www.kingcountyfloodcontrol.org/>

### **OPPORTUNITY:**

The King County Flood Control District is seeking to fill an Administrative Manager/Clerk of the Board position. This is a full-time, overtime exempt, at-will position. The work schedule is typically **Monday through Friday, 8:30 am to 4:30 pm**. Under the current Covid-19 directives, **almost all operations are conducted remotely**.

The Administrative Manager/Clerk of the Board position contributes to the King County Flood Control District by performing a variety of **clerk and administrative support functions**. The incumbent will have the opportunity to showcase their ability to multitask and prioritize tasks, apply excellent time management skills, demonstrate well-developed organizational skills, pay attention to detail, utilize great verbal and written communication skills, and employ professional discretion in an environment dedicated to serving the public's needs.

We seek a **detail-oriented, flexible, and self-motivated individual** who works well with other team members to support district operations. Focusing on superior service, the successful candidate will manage all aspects of administrative operations of the board under guidance of the King County Flood Control District Executive Director and Deputy Director. This process includes production of the District's products and web presence, oversight and organization of the District's content management, public records requests, and legislative responsibilities.

We value diverse perspectives and life experiences and are committed to upholding and promoting equal opportunity in employment. The District encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experiences. A diverse workforce is a strong workforce.

### **JOB DUTIES:**

Applicants must, at a *minimum*, demonstrate skills and abilities to:

- **Prepare, review and edit** documents from rough drafts or verbal instructions in a variety of formats, such as memorandums, agenda packets and supporting materials. Compose routine correspondence, ensure materials and reports for signature and/or official proceedings are accurate, complete, and technically correct any forms as necessary.
- **Researches and assembles** information from a variety of sources for the preparation of records, reports, and special projects. Conducts special studies as requested by the executive director or deputy director.
- **Serves** as the District's primary records custodian and public records officer: researches and reviews to determine if collected records are exempt from production and consults and collaborates with District's legal counsel, as appropriate, for proper redaction in accordance with state law; researches and responds to inquiries regarding legislation, records, and State laws.
- **Provides and maintains** up-to-date documentation on various laws, rules/regulations, policies/procedures as related to functions such as agenda/bill preparation process, Open Public Meetings Act, Public Records Act, Roberts Rules of Order, and other internal policies and state laws as requested
- **Coordinates** the recruitment and hiring processes, serves as an internal subject matter expert on recruitment and hiring.
- **Schedule** conferences and hearings, often with multiple parties, including, elected officials, attorneys, and other county and city employees.
- **Support** hearings by securing meeting space; note-taking; running computer, audio, and video equipment; and troubleshooting equipment and space issues.
- **Employ** working knowledge of office practices, procedures, equipment, filing systems, intake, letter and report writing, photocopier/scanning, and postage machines.
- **Identify and inform** managers of current and potential issues and problems, and maintain the confidentiality of sensitive and controversial communications.

### **OUR IDEAL CANDIDATE WILL:**

Have a **passion for** working in the **public sector or legislative environment**, providing **clerical and administrative operations support** directly to department directors or elected offices with a **proven track record** facilitating decisions and successfully navigating a political environment, as well as **excellent written and verbal communication skills, initiative, and good judgment**.

Competitive candidates will have a Bachelor's degree in Public Administration, Business Administration or related field, records management or local government clerking responsibilities, **OR** any combination of education and experience that clearly demonstrates the ability to perform the scope of the job duties and have demonstrated the following:

- **A commitment** to equity and social justice.

- **Experience and comfort** with the use of Microsoft Excel, Microsoft Word, Outlook, and SharePoint.
- **Knowledge** and experience with file management and records retention.
- **Ability** to focus on the details and approach problems logically and rationally.
- Learns and utilizes **multiple software applications**, including audio/video recording and note-taking applications, record-tracking databases, web-hosted databases, and other applications as necessary.
- **Troubleshoots** software and equipment related issues, often on the fly in high pressure situations.
- **Maintains focus and attention to detail** in a fast-paced environment, often while managing multiple and competing priorities. Maintains poise during stressful situations.
- **Excellent communication skills**, including an ability to present information clearly and concisely in writing or verbally.
- **Flexible, independent, and self-motivated**; able to deal calmly and professionally with ambiguous data while leading in an environment of constant change.

The Following experience and certifications are a **PLUS**:

- **Experience working within King County.**
- **A valid Notary Public certification or ability to obtain within two (2) months of hire.**
- **Washington State Public Records Officer certification.**
- **Municipal Clerk Certification.**

**WHO MAY APPLY:**

This position is open to all qualified candidates. Applications will be screened for qualifications and completion of all required materials and forms. The most competitive applicants will be contacted for additional steps in the selection process, including testing.

**This position is open to all qualified candidates. For a complete job description please go to: [Administrative Manager Clerk of the Board](#)**

**TO APPLY:**

**To ensure that your application is received and properly processed, the subject line of your email must be Application – Administrative Manager Clerk of the Board.**

Interested candidates should apply immediately by sending a comprehensive resume, and a compelling cover letter of interest to: [KCCOUNCILHR@kingcounty.gov](mailto:KCCOUNCILHR@kingcounty.gov)

**To be considered, applications must include:**

- **A letter of interest detailing your qualifications and experience for this position including:**
  1. Whether you are:
    - a) Valid Notary Public certification
    - b) Washington State Public Records Officer certification
    - c) Municipal Clerk Certification

2. Describe your experience, using specific examples, working on assigned tasks with minimal guidance and with multiple and complex competing priorities. Describe how you independently and efficiently organize and prioritize assignments and tasks, meet deadlines, and exercise adaptability to changing priorities while maintaining a positive and professional approach.
3. Describe your experience providing clerical support to a board or elected officials? If yes, please describe. (Please limit your response to 250 words or fewer.)
4. Do you have experience working in a legislative, or public sector environment? If yes, please describe. (Please limit your response to 250 words or fewer.)

- **A comprehensive resume with a chronological history of your related experience.**