



SPECIAL ADVISOR TO THE DIRECTOR

Department: Various
Job Class: 565900
Pay Range: Executive 05

FLSA: Exempt
Represented: No

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

GENERAL FUNCTION: The Special Advisor to the Director is responsible for managing specific areas of strategic planning, performance management and communications within various departments within Pierce County. The position requires consistent and thorough understanding of the department and the ability to carry out department-wide responsibilities with authority that crosses departmental divisions.

ESSENTIAL FUNCTIONS:

- Provide leadership in strategic planning and performance measurement efforts for the Department.
- Oversee the development and implementation of programs, policies and standards in the areas of accountability and responsiveness to the public. Monitor these activities to ensure department coordination, consistency, and strategic direction.
- Oversee the development and promulgation of standards and policies for the Department's planning, communications, and public outreach activities. Monitor these activities to ensure department coordination, consistency, and strategic direction.
- Provide leadership for cross-divisional and department-wide projects as assigned.
- Act as in-house consultant to divisions and clients as assigned.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure that all departmental web and other communications materials adhere to policies, procedures, and quality standards.
- Represent the Department and County at a wide variety of board meetings, committees, public hearings, and community meetings.
- Prepare and present oral and written reports, letters, analysis, and program recommendations.
- Assure customer inquiries are addressed in an expedient manner.
- Serve as an advocate for the customers of the Department and keep stakeholders informed as they move through the process.
- Provide leadership in the management, development and reporting of department activities through the department's performance measures, monthly or quarterly information reports, annual summaries and other reporting for the Department Director.
- Assist in the preparation of the annual department budget; prepare and justify that portion of the budget concerned with the area of responsibility.
- Manage the department's public information interface with the Executive's Office of Communication Services and represent the department on the Communications Roundtable.
- Work closely with other divisions of the department and with closely associated outside agencies as assigned and required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned work site.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position.
- Work a flexible schedule, which may include evening and weekends.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of the Department Director with the employee expected to work independently after objectives, priorities and deadlines have been defined. This position provides supervision over staff assigned to short-term as well as multi-year projects.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily performed 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, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. 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. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current strategic planning, performance management and communications trends and methods.
- Accountability methods and standards, and performance measurement systems.
- Modern communication methods including the web and social media.
- Full range of public education and outreach strategies.
- Group facilitation and strategic planning techniques.
- Public information dissemination; and internal and external communications techniques.
- Budget preparation, justification and monitoring.
- Products and services provided by the department.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use and operation of personal computer, word processing, PowerPoint, Excel and other spreadsheet programs.

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Ability to:

- Develop, implement, and revise policies and procedures.
- Plan and establish goals and objectives for long range goals.
- Provide strategic direction.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Establish project management methodologies and practices.
- Plan, prepare, and monitor unit budget and authorize purchases and expenditures.
- Supervise, train, evaluate, and provide guidance to staff.
- Communicate effectively with the public and County management and staff.
- Work independently with minimal supervision.
- Interact smoothly and positively with managers and senior department personnel.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in public or business administration, or communications; and five or more years of administrative or project management experience required. Additional education or related experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of a Pierce County background investigation is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.