



King County

**RECORDS AND LICENSING MANAGER
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS AND LICENSING SERVICES DIVISION
Annual Salary Range \$81,913.52 - \$103,830.27
Job Announcement No. 2009MD00483
OPEN: 5/27/09 CLOSE: 6/12/09**

WHO MAY APPLY: This position is open to the general public. Apply on line at <http://www.kingcounty.gov/jobs.aspx>

WORK LOCATION: King County Administration Building, 500 4th Avenue, Room 553, Seattle, WA (downtown) or other locations as assigned.

WORK SCHEDULE: This position is not subject to the overtime provisions of the Fair Labor Standards Act and is not overtime eligible. The typical workweek is 40 hours, 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES: This position reports to the Director of the Records and Licensing Services Division and is responsible for managing the formal recording of public documents, overseeing licensing operations and enforcement functions, and supervising the collection of real estate and excise taxes for all real estate transactions in King County. Job duties may include:

- Plan, develop and administer the budget, ensuring that budget expenditures are within established guidelines.
- Plan, develop and implement the section's annual work plan and review/revise plan goals and objectives on an annual basis.
- Monitor, oversee and review performance standards for sub-agents in various locations throughout King County; evaluate and recommend needed changes in internal controls for sub-agents and respond to audit findings.
- Represent the County at hearings on issues and problems related to licensing policies and procedures and on various local and State committees; present cases before the King County Board of Appeals on appeals of license denials, revocations, suspensions and other issues.
- Research and provide technical licensing information to staff, sub-agents and the general public. Interpret applicable state laws, regulations and procedures for issuance of licenses.
- Review and initiate all King County and Washington State legislative changes affecting assigned functions. Implement new King County and Washington laws through staff and sub-agents. Research and analyze regulatory policies and procedures and prepare ordinance changes to implement proposed changes.

- Review, design and revise the automated information reporting systems for records of public documents and real estate transactions. Plan and develop the policies and procedures for access to records information.
- Monitor all revenue collection, fund deposits and transfers and cash handling procedures.
- Respond to inquiries from the public in all areas of responsibility.
- Supervise the granting and denial of various licenses and all related enforcement actions, including preparing and reviewing correspondence and Notice and Orders.
- Plan and develop an information services plan for the general public and other agencies regarding recording public documents, real estate transactions, and excise tax collection.
- Oversee, direct and supervise the work of assigned staff including those in off-site locations.
- Serve on the Division Management Team.

QUALIFICATIONS:

Minimum qualifications for this position:

We seek candidates who demonstrate leading edge thinking regarding the dynamics of inclusion, and understand industry best practices. Candidates will have: cross-cultural work experience, understanding of the dynamics of a large regulatory environment, sound strategic thinking and leadership capabilities, demonstrate sound judgment and business acumen. A Bachelor's degree in public administration, business, or other field related to the requirements of this position and five (5) years of progressively responsible management experience in a large regulatory environment or an equivalent combination of education and experience that demonstrates professional knowledge in all or most of the requirements listed below:

- Knowledge of automated document management and information reporting systems.
- Demonstrated management experience: planning, assigning, scheduling and supervising the work activities of multiple professional and customer service support staff, including conducting performance appraisals; coaching and mentoring subordinates; recommending disciplinary actions; selecting new employees; planning for organizational changes; leading an effective high performance cross-functional team; and providing quality assurance.
- Demonstrated leadership in linking performance management processes to effective realization of operational work plans for the work units.
- Demonstrated success in driving measurable changes.
- Proven ability to develop work plans and performance measures, and analyze financial and performance data and develop recommendations.
- Skill in working with automated document management and information reporting systems

- Ability to communicate effectively both verbally and in writing, including complex policy and/or technical information, to audiences including line staff, management, elected officials, citizens, the media, the business community, and other jurisdictions.
- Demonstrated experience preparing analytical reports addressing multiple and varied issues that may include: annual and/or quarterly reports, special investigative or research reports, program evaluations, new program proposals, etc.
- Ability to influence change and develop high performing, cross-functional teams.
- Ability to work in a collaborative manner as a team member both internally and externally with staff, service providers and members of the public.
- Demonstrated experience clearly communicating expectations/assignments.
- Proven successful experience working with various organizations, public officials, and citizens to resolve complex issues. Must have awareness of and understand the possible need to balance decisions and actions in a political environment.
- Proven success in business and systems development, implementation and maintenance.
- Intermediate to advanced computer skills including Word and Excel.
- Demonstrated ability to establish and maintain successful working relationships.
- Knowledge of human resources principles and practices in selecting, managing, disciplining, providing performance feedback, coaching and motivating employees, and managing under labor agreements.
- Ability to develop and conduct presentations.
- Ability to balance assertiveness and diplomacy as well as strong interpersonal and organizational skills.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in records management of historical and/or archival records.
- Demonstrated experience in Washington State Public Records Act and managing public records requests.
- Knowledge of State and County laws and regulations in all areas of licensing and recording.
- Knowledge of Washington State Department of Licensing computer systems.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License or the ability to travel around the county in an efficient manner.

SELECTION PROCESS: Application materials will be screened for minimum qualifications and completeness. Screened in applications will be further evaluated based on the information provided in the required forms and materials. The most competitive candidates may be invited to oral interviews.