**Class Summary**

The responsibilities of this classification include providing leadership, direction, and highly specialized knowledge and professional expertise in performance measurement and evaluation to help achieve the department’s mission, vision, and goals. In addition, the incumbent will ensure that the business unit operations comply with policies, guidelines, procedures, and priorities established by King County and the department.

**Distinguishing Characteristics**

This classification is the third level within a three-level classification series. This classification is distinguished from the Data and Evaluation Senior Manager in that the Data and Evaluation Senior Manager is responsible for managing and directing the development and implementation of performance measurement, evaluation, and data asset activities across one or more divisions.

This classification is distinguished from the Special Projects Manager series in that the Special Projects Manager is responsible for managing a large-scale project with clear begin/end dates and a defined scope requiring multiple agency integration, implementation, and resources from initiation through final acceptance by the customer.

**Examples of Duties**

1. Establish strategic direction and short- and long-term objectives for the unit; manage the day-to-day operations, including overseeing and revising policies, procedures, and guidelines; evaluate staffing patterns to ensure adequate staffing; hire, train, coach, evaluate, and perform disciplinary actions as needed.
2. Oversee implementing performance measurement and evaluation activities following King County and the department/division’s strategic plans and goals.
3. Collaborate with division and department leadership to oversee and guide performance measurement and evaluation policy and communications.
4. Represent the department at interagency executive committees, task forces, and the public. Update the County Council, partners, and community groups on the department’s performance measurement and evaluation work.
5. Communicate in print, radio, digital, and televised media interviews to convey the importance of the department’s performance measurement and evaluation work and enhance the organization’s credibility.
6. Resolve politically sensitive issues associated with the department’s strategic performance measurement and evaluation goals.
7. Participate in budget planning; coordinate and oversee the unit budget; make financial recommendations and authorize payments and requests; anticipate needs and develop appropriate resources.
8. Cultivate successful partnerships with leadership across King County and external partners to guide performance measurement and evaluation activities.
9. Monitor and research national and international trends to ensure performance measurement and evaluation are responsive to and reflective of the current competitive practices and contextual factors.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of social sciences, statistics, public health, behavioral health, or a related field with coursework in performance measurement, research methods, and statistics

Knowledge of public sector budgeting and accounting principles

Knowledge of performance measurement, research methods, and statistics

Advanced skills in management techniques and principles, project and resource management, analysis, planning, and organization

Skill in the practices and principles of human resources

Skill in negotiation, problem-solving and conflict resolution, customer service and interpersonal relationships, and the ability to handle multiple competing priorities and sensitive situations

Advanced communication skills

Ability to lead organizational change to implement new or revised standards and practice models

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Data and Evaluation Manager, Data and Evaluation Senior Manager, Data and Evaluation Principal Manager |
| **Class History** | 08/2023 - Created |