**Class Summary**

The responsibilities of this classification include managing the day-to-day operational and procedural requirements of the King County Inquest Program. The Incumbent determines the comprehensive program strategy, standards, guidelines, and policies.

**Distinguishing Characteristics**

This is a single-level classification. The Inquest Program Manager is distinguished from other classifications in that the Inquest Program Manager oversees the planning, coordination, and oversight of King County’s inquest program and overall management, strategic direction, and functional leadership for the Inquest Program and staff.

**Examples of Duties**

1. Provide leadership, policy development, and interagency/inter-jurisdictional coordination to fulfill the vision and strategic goals of the program as directed by the King County Executive Order, County charter, and local and state codes and policies.
2. Develop strategic goals, operating plans, policies, and short and long-range objectives for assigned programs/projects. Create, review, and evaluate strategic goals/objectives timelines and report findings.
3. Develop and manage case flow, scheduling formats for inquest hearings, and statistical reporting.
4. Supervise the work of legal and professional staff; hire, recommend discipline and termination, and develop training expectations. Serve as mentor to assigned staff.
5. Identify and measure innovations in data collection, analysis, and reporting to drive organizational performance improvements; identify future resource requirements to meet performance targets; ensure accurate and timely statistical reporting and performance-related information are regularly provided to internal and external stakeholders.
6. Oversee legislative program proposals; serve as the spokesperson and articulate the guiding vision and accomplishments of the program. Meet with and present the objectives of the program to key constituencies.
7. Represent and serve as the spokesperson for all media relations and inquiries. Serve as the spokesperson and partner with the Executive Office and other senior leadership to plan, develop, evaluate, and execute plans and recommendations on communication as it relates to the Inquest Program to the media and other external constituencies
8. Work closely with senior leadership to assess program impacts on existing operations and services; develop plans to integrate and incorporate program objectives into existing processes.
9. Develop and submit budget. Provide effective resource management, budget development, financial reporting, and monitor expenditures.
10. Recommend, advocate, and implement new or modified policies, procedures, laws, or regulations.
11. Manage agency strategic initiatives and ensure activities undertaken by the agency are managed responsibly and comply with all relevant laws, regulations, and King County policies.
12. Administer contracts or grants involving multiple agencies.
13. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of strategic business planning techniques, principles, and practices

Knowledge and skill in financial planning and quantitative performance analysis for a public agency

Knowledge of project management techniques and principles

Knowledge of automated data analysis methods, models, and systems

Knowledge of legislative processes

Skill in synthesizing information and making recommendations within and outside of established policies and procedures

Strong oral and written communication skills, including the ability to communicate technical information to non-technical audiences

Skill in analytical and problem-solving

Skill in policy development and interpretation

Skill in facilitation and negotiation

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**

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

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | None |
| **Class History** | 04/2024 - Created |