

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Government Relations Manager**

Dept.: **Community Relations**

Job Code Number: **20015**

Reports to: **Director of Community Relations  
and Marketing**

Grade Number: **22, Non-represented**

Effective Date: **Revised June 2021**

FLSA Status: **Exempt**

General Position Summary:

Plans, develops and manages a comprehensive, proactive public affairs strategy that strengthens key public relationships, identifies public issues of interest and concern to the Library, increases understanding of and support for Library, and advances the Library System's mission and goals with:

- Local, county, regional, state and federal appointed and elected politicians, government officials and departments
- District and state elected and appointed educational officials (SPI and Superintendents) and departments
- Court and legislative officials and departments
- Broad-based government, public sector, non-profit and business agencies, boards, commissions, coalitions and associations

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develops and manages a strategy for strengthening relationships with officials and agencies and increasing their understanding of and support for Library in collaboration with the Library Director, Director of Strategy and Planning and other staff in key relationships with government and educational officials.
2. Monitors legislation and policy activities, updates and advises Library leadership and staff about relevant or priority policy proposals and actions, and works with Library staff to analyze potential impacts.
3. Builds and manages relationships and serves as a highly reliable and effective partner with officials at key government and educational agencies.
4. Communicates directly and regularly with politicians and government officials, regulators, lawmakers and policy makers to enhance the Library's visibility and reputation. Communicates and advocates Library interests and priorities to local, regional, state and national elected officials and staff.
5. Gathers, analyzes and disseminates timely information to staff and library supporters on governmental and educational activities.
6. Serves as point of contact for Library staff for all government affairs related issues at the cluster or community library level.

7. Develops a wide range of materials in support of the strategy, such as talking points, legislative summaries, factsheets, reports and letters. Recommends appropriate contacts and communication channels between Library staff and government and educational officials.
8. Provides assistance to staff managing conflict with governmental individuals and bodies.
9. Receives routes and processes Requests to Inspect Public Records in accordance with the Public Disclosure Act (RCW 42.17).

#### Secondary Duties:

1. Manages KCLS public records requirement, process and requests.
2. Assists with related areas of the Strategy and Planning budget.
3. Attends and actively participates on various internal and external committees.
4. Performs other related duties as assigned.

#### Core Competencies

##### **Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

##### **Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

##### **Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

##### **Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

##### **Approachability**

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

##### **Composure**

Calm and reflective, self-possessed even in the face of provocation, recognizes and manages stress appropriately, even during tough times.

##### **Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

### **Interpersonal Savvy**

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

### **Vision and Strategic Thinking**

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

### **Drive for Results**

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education/Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Demonstrated experience promoting and maintaining interpersonal relationships with internal and external stakeholders, including politicians and other public officials, local and state governments, and educational leaders.
- Demonstrated experience in coalition building and strategic partnerships to advance organizational goals.
- Typical way to obtain knowledge, skills and abilities is through five to eight years' certified librarian experience in roles engaged with political and public relationship building, partnership and process, or any equivalent combination of education and training that demonstrates the ability to successfully perform the duties of the position.

## **SPECIAL REQUIREMENTS**

Washington State Librarian's Certificate.  
Valid Washington State Driver's License.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. May operate foot controls up to occasionally. The employee will seldom lift up to 35

lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

## WORK ENVIRONMENT

Work is performed primarily in an office environment, involving extensive travel to community libraries and throughout the Library System's service area, and occasional evening or early morning meetings.

### Advancement Opportunities:

Other management classifications.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR