



Healthy People. Healthy Communities.

Public Health
Seattle & King County



Chief of Policy, Community Partnerships & Communication Unit

Position Purpose:

This position will serve as the Chief of the Policy, Community Partnerships & Communications (PC2) unit in the Public Health Department. The Chief will be a senior manager in the department and will provide leadership, vision and direction for the department and for King County government within the functions of this new unit. The successful candidate will be an innovative, outstanding leader with strong communication and management skills, and must have an understanding of the department's mission, programs and services, as well as King County government and community issues (including regional and statewide). The incumbent will be responsible for public relations, communications, and strategic policy development and adoption. The incumbent will convene internal and external stakeholders and manage development and promulgation of public health policies and priorities, and will also represent and advance the department's / county's health policy interests in local, state and national legislative agendas.



The purpose of the PC2 unit is to focus on key functions that will help achieve the Public Health Operational Master Plan (OMP) vision of increasing the number of healthy years lived by people in King County and eliminating health disparities. The incumbent will provide health policy leadership for this purpose, serving as the key department lead for the promotion of health policy and execution of OMP "Policy Development and Assurance Strategies" for the public health functions of protection, promotion and provision. The department's OMP emphasizes communication and provision of information to the community and targeted groups, and policy assurance as a key public health strategy for improving the health of the community.

The Chief will be responsible for leading and overseeing development and coordination of Public Health's policy and legislative priorities; for maintaining and improving relationships and partnerships between Public Health and community organizations, agencies, elected officials, and special populations; for developing, maintaining and improving internal and external communications to clients, constituencies and the public through various methods including the news media, utilizing social marketing methods, and educating the public about Public Health's mission; and for working with local elected officials, rule-making bodies such as the Board of Health, legislative and congressional officials, communicating and advocating policy recommendations and developing consensus around policy initiatives.

APPLICATION PROCESS

Persons interested in this position should submit the following information:

1. A letter of interest specifically addressing the qualifications mentioned in this announcement.
2. A current resume.
3. Salary history

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled. In order to be considered for the first round of interviews please submit your application materials by June 15, 2010 to marissa@karrasconsulting.net or by fax to 360-956-1348.

Seattle and King County Public Health is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360)956-1336 as early as possible regarding any assistance you may require.

COMPENSATION

The annual salary for this position is \$108,461 – 137,480. King County provides a comprehensive package of benefits, including fully-paid medical, dental and vision benefits for the employee and his or her dependents, participation in the state retirement plan, generous vacation and sick leave plans.

Primary Duties and Responsibilities

Responsible for developing, leading, directing, and evaluating the strategic direction and overall business plan of the department as it relates to functions based in the Policy, Community Partnerships & Communications Unit (described above), consisting of multiple functions and programs with a variety of funding sources. These functions are based on policy directions established in the P.H. Operational Master Plan with accountabilities to the Director and Board of Health.

- Act as the director's/county's representative and department's liaison with internal and external stakeholders, community organizations, elected officials, health care providers and the general public on regional health care issues, health policy and legislative matters. Advance policy promotion and assurance as a key public health strategy for improving the health of the community, including working with rule-making bodies such as the King County Board of Health, local, state and national legislative bodies, and other jurisdictional entities.
- Lead and oversee the development and execution of goals, strategic direction and operating plans, policies, and short and long-range objectives for the unit; design and implement health policy promotion and communication activities that advance the strategic priorities of the department; and ensure deliverables and services meet deadlines and are consistent with overall goals and strategies of the department and the county.
- Lead and oversee the development and execution of program and project components including implementation of technology improvements; and strategies for communications and outreach to employees, elected officials and key stakeholder groups.
- Direct and/or perform management duties related to developing a new unit and ongoing management and leadership, including hiring and evaluating staff, developing program budgets, developing and monitoring work programs, management reporting, contract administration and program evaluation, and establishing and maintaining internal linkages and communications to effectively implement section functions throughout the agency.



Qualifications

- Bachelor's degree in Public Affairs, Public Policy, Communication, or related fields.
- Demonstrated ability to provide leadership; act as a liaison between Public Health and the community, elected officials, and representatives of local, state, and national government agencies for the purposes of public health policy promotion; convene and/or participate in community coalitions and/or partnerships.
- Demonstrated experience managing and/or leading a group of professionals analogous to the work described in this job announcement.
- Demonstrated experience advancing health policy through the legislative process.
- Demonstrated experience applying advanced knowledge of government relations, including: anticipate and analyze political positions of key stakeholders; counsel management in regards to policy decisions, courses of action, and communications; and plan and implement efforts to influence or change public policy.
- Demonstrated experience with public speaking and presentations, with the ability to communicate effectively orally and in writing to diverse audiences.

- Demonstrated ability to provide strong and consistent leadership; create effective work teams; delegate responsibilities; listen and provide constructive feedback; manage projects and meet deadlines; and maintain effective and positive relationships with peers, subordinates and management.
- Demonstrated ability to manage performance by coaching, mentoring, decision-making, team-building and producing results through employees.
- Demonstrated skill in making decisions and negotiating outcomes where conflicting opinions exist regarding priorities, political issues, historical and situational factors.
- Demonstrated ability to interview and hire new employees, ensure training and development; manage and evaluate performance; use progressive discipline up to and including termination; comply with provisions of collective bargaining agreements.
- Demonstrated administrative skills developing and managing budgets and technical skills using computers in a networked environment, including a working knowledge of MS Office Suite.

Desired Qualifications

The most competitive candidate will have an advanced degree in public health, public affairs, public policy, communications or related fields and five years of senior management experience or equivalent education and experience demonstrating ability to lead policy development activities, build community partnerships, advance legislative priorities, and supervise a dynamic team of professionals.

Supplemental Information

Public Health – Seattle King County is a department of King County government. For more information about the department, visit its web page. www.kingcounty.gov/health

Past reports such as Community Health Indicators and The Health of King County produced by this unit are found at this web site: www.kingcounty.gov/healthservices/health/data/datawatch

Public Health’s Operational Master Plan link: www.kingcounty.gov/health/publichealthmasterplan

About King County

King County is a medley of picturesque views of lush green hills surrounded by snowcapped mountains and sparkling blue waters. Cupped between the jagged Olympic Mountains to the west and the volcanic peaks of the Cascade Range to the east, King County is home to the city of Seattle, suburban cities, small towns, and rural communities, as well as forests and farmlands. King County’s moderate climate combined with a contrasting geography of water and mountains encourage a wealth of year-round outdoor activities such as sailing,



kayaking, fishing, skiing and hiking. Seattle is known for its art and culture with more quality theaters than any city in the country next to New York City. With excellent schooling, affordable health care and a low incidence of crime, King County offers a life that balances favorable working and living conditions.