



KCRHA
King County Regional Homelessness Authority

Committee Clerk

King County Regional Homelessness Authority

Role Title: Clerk of the Authority

Salary Range: \$75,000 - \$85,000 per year

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels who can work in a high-paced, fluid environment.

Team and Role Overview

The Executive Team within the RHA is responsible for strategy development, implementation, government and community relations, and overall RHA oversight.

The Clerk of the Authority is the custodian of all official business of the Authority's boards and committees and the Authority's public records. The Executive Team has direct lines of interaction with all offices across the agency, working closely with the CEO to ensure direct alignment with the big-picture strategy and goals of the RHA. The team has approximately six team members working directly and in related teams.

Role Description

The Clerk of the Authority works closely with the CEO, Deputy CEO, Chief of Staff, Implementation Board, Governing Committee and Continuum of Care Advisory Council to provide specialized expertise on the Open Public Meetings Act, the Public Records Act and

governance of public committees. The Clerk also supports the Authority's commitment to transparency through managing all matters related to the Public Records Act.

The Clerk of the Authority will be ultimately accountable to the Chief of Staff and people experiencing homelessness

Accountabilities

Committee coordination and Open Meetings Act (60%)

- Administer the scheduling and coordination of public meetings of the Authority's Governing Committee, Implementation Board, and Continuum of Care Advisory Committee."
- Ensure notification of public meetings and hearings meet all legal requirements
- Assembles, prepares meeting packets and attends the public meetings including confidential executive sessions.
- Meeting execution: set-up of hybrid meeting rooms; receives documents to be distributed to governing bodies; responds to questions as needed; assures staff follows established timelines for public notice and distribution of meeting materials; prepares meeting minutes and distributes approved minutes.
- Prepares and presents staff reports and other necessary correspondence as needed

Public Records (30%)

- Ensure that publicly requested information is provided in alignment with Washington State Public Records Act (PRA); that redactable information is appropriately withheld according to the PRA; and sensitive material is elevated to leadership.
- Work with requestors to clarify or rescope requests.
- Work with agency leadership and counsel to identify and review questions or concerns related to requests and develop solutions.
- Work includes gathering contextual information about a request; identifying and communicating with potential records holders (staff); ensuring that all records repositories (email, saved electronic files, phones, hardcopy notes, etc.) are searched for responsive information; and evaluating records for responsiveness and sensitive information. When reviewing records, this position requires strong analytical skills, a deep understanding of statutory requirements.

Various administrative duties (10%)

- Support administrative functions of the Authority

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 1-3+ years of related work experience in the government, non-profit or related field, with a track record of success in board management
- Understanding of the Open Meetings Act and Public Records Act
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Comfort in conducting research
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite
- The ability to work onsite up to 3 days a week, as needed

Additional Requirements

- Experience working across government agencies and related structures/governing bodies
- A track record of success in operations and stakeholder engagement
- Excellent oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation, attention to detail and timeliness.

VACCINATION MANDATE

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination approved by the Center for Disease Control and Prevention (CDC).

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry,

nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.