

POLICY ANALYST, SENIOR

JOB PURPOSE AND SUMMARY

The Senior Policy Analyst is a professional classification that will predominantly work within one or more specific professional fields, such as transportation, land use, environmental planning, financial analysis, and business planning. Incumbents will conduct research and analyses on specific laws, codes, funding, business planning, and forecasting. Incumbents will assist, advise, and represent the Board of County Commissioners, elected officials, and department heads county-wide on their areas of assignment. The work involves expert level research, analysis, and communications on public policies in the assigned area(s), or strategic financial issues that have significant impact on county budgets, business development, operating results, and/or county policies. Incumbents are expected to develop and maintain collaborative, effective, and productive working relationships both internal and external to the County Organization, including working with citizens, the business community, local, regional, and Federal governments and organizations.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Provide assistance to the Board in support of the formulation of policies; represent the Board's policy decisions.
- Develop and maintain professional working relationships with internal and external staff and organizations such as local, state, and federal agencies, private consultants, citizen groups, community service organizations, local businesses, and others; effectively balance competing interests and approaches in representing policy directives.
- Develop plans that have short and long-term financial impact on the county's operations; provide information, analyses and counsel to county departments concerning fiscal implications; develop and implement financial information reporting systems.
- Gather and analyze quantitative and qualitative information to support organizational and business planning. Prepare strategic financial analyses and feasibility studies for specific strategies; determine the economic and financial impact of transportation, land-use, or other projects to the community, using such measures as tax base, job creation, direct spending, and direct/indirect/induced project benefits.
- Develop financial models for revenue, expense and fund balance trends, cost benefit analyses, and projects; develop county-wide internal service cost allocation plan.
- Direct and/or conduct major demographic or econometric research projects and financial forecasts.
- Serve as liaison between the county and its local and regional agencies; provide representation to a variety of boards and commissions; attend and participate in professional groups and committees and related organizations as needed.
- Provide information and assistance to constituents, and assist in the reconciliation of disputes between the county and constituents.

- Prepare a variety of written correspondence on the Board's behalf.
- Formulate strategies regarding implementation of policy direction.
- Provide a high level of customer service at all times; project and maintain a positive image on behalf of the county with those contacted in the course of work.
- Prepare staff and other reports; present reports to the Board and individual commissioners, planning commission, neighborhood associations, and other groups to explain technical aspects of the county's programs.
- Perform related duties as required.

QUALIFICATIONS

Education and Experience:

A Bachelor's Degree from an accredited college or university with major coursework in a specific field of professional discipline (i.e., civil engineering, planning, public or business administration, environmental engineering, finance, economics) or a related field, and a minimum of five years of increasingly responsible related professional experience, preferably in state or local government. A related Master's Degree will substitute for two of the required years of experience.

Any combination of experience and training that would provide the required knowledge, skills, and abilities will be considered.

Knowledge: complexities of local governmental operations; principles and practices of transportation planning; principles and techniques of public finance, administrative, and quantitative analysis; principles and techniques of organizational management and administration; analysis and evaluation of policies, procedures, public information, and service delivery issues within the field of transportation; local and state lawmaking processes; research and forecasting methods and techniques; statistical theory and techniques; role of advocacy in local governments; interpersonal and public relations techniques; personal computer applications and usage; principles and techniques of project management and staff supervision; pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Write clear and concise reports, memoranda, and letters; conduct independent research and develop complex financial analyses; design, construct, and monitor complex forecast systems; analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; interpret and explain policies, procedures, laws, and regulations; advocate and promote County policies; prepare and make oral presentations; provide administrative and professional leadership and direction for economic development activities; develop, implement and administer goals, objectives, and procedures for providing effective and efficient county services; work effectively with others to achieve personal, team, departmental, and countywide goals; establish and maintain cooperative working

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relationships with those contacted in the course of work including other employees, public and private officials, community groups, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically work in a business setting. Essential tasks involve reading and review of written documents and the use of personal computers and software applications; oral communications both in person and via telephone. Work may involve the incumbent in evening meetings and may also require travel within and outside the county.

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