



CLASSIFICATION NO. 022
Established: 9/89
Revised: 1/93, 12/07
Revised & Retitled: 12/09, 6/17
FLSA: Exempt
EEO: 2

COMMISSION POLICY ADVISOR (County Administration)

CLASS CHARACTERISTICS

Under the direction of the County Administrator, to provide confidential administrative and technical support to the Board of County Commissioners and the County Administrator; to provide community and agency relations, program administration and research; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County's elected governing body, the Board of County Commissioners, sets broad operating policies, enacts ordinances and establishes budgets as mandated by state law and the citizens of the County.

Incumbents within the Commission Policy Advisor classification series work with the County Administrator and the BCC to facilitate effective service delivery in all county programs. The Commission Policy Advisor researches issues, prepares summary reports and responds to inquiries from citizens and County employees. Positions require broad knowledge of community, County and legislative issues and activities. Incumbents exercise independent judgment and discretion in frequent contact with public officials, government agencies, County department directors and employees, private organizations and the public. Incumbents of the Commission Policy Advisor classification report to the Commission Staff Manager.

The Commission Policy Advisor differs from the Commission Policy Advisor, Senior that has high profile community and agency relations regarding complex and/or controversial County activities or special projects. The Commission Policy Advisor series differs from other administrative positions by its emphasis on community relations and highly confidential role assisting the County Commissioners and the County Administrator.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Researches, analyzes and develops program proposals, legislation and community issues; summarizes and documents findings and recommendations; prepares comprehensive reports, presentations and speeches.
2. Collaborates with department(s) on policy development and implementation related to Commission initiatives; advises Commissioners on implementation alternatives, their impacts, and pros and cons.

3. Uses a strong understanding of individual Commissioner and Board of Commissioners' goals, perspectives, and opinions to act as a resource for others concerning the interpretation of policy and objectives.
4. Maintains Commissioner's individual calendar; schedules and coordinates appointments and meetings; screens telephone and office callers; provides information, assistance and referral regarding County services and programs.
5. Reviews and responds to inquiries from citizens that may involve highly confidential and sensitive issues; works with staff to identify creative strategies to achieve solutions; prepares responses for Commissioner's review and signature; resolves problems and complaints.
6. Represents the Board of County Commissioners at designated public and County meetings; conveys concerns and opinions on issues to the Commissioners.
7. Coordinates and publicizes special events, public meetings and business gatherings; assists in preparing agendas and selecting participants; arranges facility and refreshments; may develop or assist in outreach plans to inform and involve citizens.
8. Builds and maintains relationships and communications with County staff; promotes cooperative team efforts among County departments; initiates, anticipates and responds to policy changes desired by internal County staff and citizens of the County; mediates and assists in resolving disputes.
9. Reviews and analyzes content of information packets related to study sessions, Board hearing agendas and community meetings; advises, edits and comments on internal and public communications; proofreads for sensitivities; discusses key elements/concerns, and community history and values with Commissioners and department management prior to public meetings; staffs BCC formal briefings and discussions including scheduling, coordinating and monitoring internal and external contacts, press liaisons and public records requirements.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles of public, community and government relations; communication and interpersonal techniques; principles and practices of public administration; research and problem solving methods and techniques; project management methods and techniques; Federal, state, regional and local government operations; organization and functions of County departments and agencies; English composition and grammar; basic math; office methods and procedures.

Skill to: Communicate politically sensitive information effectively, both orally and in writing; collect, organize and summarize data; analyze issues and problems from multiple perspectives; identify and resolve citizen complaints; research community issues and concerns; prepare and maintain reports, records and confidential information; compose speeches and correspondence; establish and maintain effective working relationships involving considerable tact and diplomacy with public officials, private organizations, County employees and the public; operate office equipment; establish an environment of honesty, trust and integrity.

WORKING CONDITIONS

Incumbents may be required to travel to domestic destinations via commercial airlines.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/18