



CLASSIFICATION NO. 022  
Established: 9/89  
Revised: 1/93, 12/07  
Revised & Retitled: 12/09, 6/17, 3/24  
FLSA: Exempt  
EEO: 2

## **POLICY ADVISOR**

### **CLASS CHARACTERISTICS**

Under general direction, to provide confidential administrative and technical support to the Board of County Commissioners (BCC) and the County Administrator; to provide community and agency relations and conduct research; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents within the Policy Advisor classification work with the County Administrator and the BCC to facilitate effective service delivery in all county programs. The Policy Advisor researches issues, prepares summary reports and responds to inquiries from constituents. Positions require broad knowledge of community and, County and 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. Positions require incumbents to have a broad knowledge of county issues and issues important to the County Administrator and Commissioners. Policy Advisors report to the County Administrator or their designee.

The Policy Advisor differs from the Senior Policy Advisor which provides staff support to the Chair of the Board and assists the County Administrator to determine and develop policy strategy to implement the Board's policy direction.

### **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. 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 residents of the County; 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. Performs research, analysis and provides recommendations to the County Administrator and Board regarding proposed policy.

4. Maintains Commissioners' individual calendars; schedules and coordinates appointments and meetings; screens calls, emails and office visitors; provides information, assistance and referral regarding County services and programs.
5. Works with the County Administrator and assigned Commissioner(s) to understand their specific perspectives and needs.
6. Reviews and responds to incoming BCC email, mail and phone call inquiries; responds to inquiries from constituents 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.
7. Coordinates and publicizes special events, public meetings and business gatherings; assists in preparing agendas and inviting participants; arranges facility and refreshments; may develop or assist in outreach plans to inform and involve residents.
8. Proactively initiates and completes special research projects; provides materials regarding policy issues as needed and directed by the County Administrator.
9. Ensures the County Administrator is kept apprised of assigned Commissioner's areas of concern or interest; participates in formal briefings and meetings as requested by the County Administrator as needed.
10. As needed, reviews and analyzes content of information in study session packets.
11. Provides backup support to administrative positions within the Office of County Administration, including the Clerk to the Board and front office staff.

### **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 constituent complaints; research community issues and concerns; prepare and maintain reports, records and confidential information; review 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.

### **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.