



CLASSIFICATION NO. 060
Established: 2/24
FLSA: Exempt
EEO: 2

SENIOR POLICY ADVISOR

CLASS CHARACTERISTICS

Under general direction, to serve as policy advisor and liaison to the County Administrator and Board of County Commissioners; to assist the County Administrator in developing policy strategy in support of the Board; to communicate and coordinate Board policy objectives and initiatives across county departments, regional environments and the community; to provide complex and confidential support and project administration to the Chair of the Board of County Commissioners; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Policy Advisor is a single incumbent classification, serving as a strategist, advisor and sounding board for the County Administrator and the Board of County Commissioners (BCC) on a wide range of highly complex and sensitive policies and strategies. Assignments are broad in scope and require seasoned professional experience, political acumen and the ability to proactively facilitate policy connections into coherent policy format.

The Senior Policy Advisor assists the County Administrator to determine and develop policy strategy to implement the Board's policy direction. The incumbent interacts with a wide range of elected and staff officials as they advise on and implement complex and sensitive policy directions, and has considerable interaction with the Board of County Commissioners. The Senior Policy Advisor reports to the County Administrator and provides staff support to the Chair of the Board.

The Senior Policy Advisor differs from the Policy Advisor which provides confidential administrative and technical support to the County Administrator and elected County Commissioner(s) but is not responsible to act as the County Administrator's representative to develop policy strategy.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides centralized expertise, advice and counsel to the County Administrator, Board and department leadership on a wide range of complex policy and strategic issues.
2. Participates in regular strategy meetings with Board Chair and County Administrator to provide strategic support on agenda development for regularly scheduled Board meetings; identifies policy connections and connects global strategy points; advises on implementation alternatives, their impacts, and pros and cons.
3. Consultatively leads and serves as project manager on complex initiatives and strategies, as assigned by the County Administrator; independently and proactively initiates, develops and coordinates special research projects.

4. Acts as Board and County Administrator's policy representative to internal and external groups; performs public outreach for high profile controversial community concerns; works on legislative issues identified by the County Administrator and BCC; analyzes related, pending and proposed legislation, administrative rules, regulatory requirements, etc. that may impact Board policy objectives and initiatives; formulates and recommends community relation strategies to resolve concerns.
5. Coordinates the Board Chair's individual calendar and responds to calls and emails; schedules and coordinates appointments and meetings; vets issues before meeting with the Board Chair and prepares the Board Chair before meetings; supports effective and timely communication between the Board Chair and other support staff within County Administration.
6. Reviews and responds to constituent inquiries which involve highly confidential and sensitive issues; works with and convenes staff to identify creative strategies to achieve solutions; prepares, edits and reviews correspondence from commissioners to constituents; resolves problems and complaints.
7. Reviews and analyzes content of information packets related to policy 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.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Policy implementation methods and skills; principles and practices of public administration, including public policy and decision making; project management methods and techniques; federal, state and local legislative processes; organization and function of County departments, service districts and agencies; social, political, intergovernmental and environmental issues influencing County operations and impacting potential change opportunities; federal, state, and local government operating methods and procedures governing County structure, functions, operations and intergovernmental relationships; strategic plans and cooperative programs relating to intergovernmental operations, including land use, economic development transportation, and revenue sharing; government funding sources and financing methods; techniques of mediation, negotiation, and public relations; principles and techniques of group dynamics and group decision-making; research methods and analysis techniques.

Skill to: Maintain awareness of County issues; analyze and make sound recommendations on highly complex, sensitive and political issues; apply creative problem solving and thinking to the analysis of policy issues; establish and maintain effective working relationships with the Commissioners and County Administration, government agencies, elected officials, County management and employees, and the public; coordinate development, interpretation and application of policy direction and advocate strategies to achieve County Administration goals; provide staff support to the County Administrator, Board of County Commissioners, elected officials, and Department Directors on intergovernmental issues and projects; effectively communicate, represent, facilitate and negotiate with elected and staff officials at a wide range of Federal, State, regional and local, elected and regulatory interactive levels; present proposals and recommendations clearly, logically and persuasively in meetings and before internal and

external groups; proactively facilitate policy directions; exercise sound expert judgment and political savvy within policy guidelines; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations; communicate effectively and strategically, both orally and in writing; prepare clear, concise and comprehensive reports and other written materials; analyze legislation and other issues for potential impact on County operations; respond to changes desired by Commissioners, County Administration and County management leadership; understand, interpret, and apply relevant Federal, State, and local statutes, rules, and regulations.

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 five (5) 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.