



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

**JOB TITLE:**

Policy Analyst

**ABOUT THE SOUND CITIES ASSOCIATION (SCA):**

Sound Cities Association helps cities in King County act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking. Collectively, our 38 member cities represent over one million constituents in King County. More information can be found on our website, [www.SoundCities.org](http://www.SoundCities.org).

**JOB SUMMARY:**

The Policy Analyst is responsible for providing research, analysis, and technical assistance to our member cities on a variety of topics including but not limited to health and human services, transportation, the environment, land use, public safety, government operations, and economic and community development. Committee assignments may include: the Board of Health, All Home, the King Conservation District, the Mental Illness and Drug Dependency (MIDD) Advisory Committee, and the Regional Policy Committee.

The Policy Analyst must have the ability to effectively research and analyze complex issues in order to ensure that policy positions adopted by the organization are well-grounded and well-informed. The Policy Analyst must also have superior communications skills, both written and oral, excellent interpersonal skills, and an ability to work effectively with internal and external partners to advance to priorities of our member cities. The successful candidate will be a creative problem solver in fast-paced, changing environment and in an organization that values collaboration, cooperation, and innovation, and will have the ability to work independently and as a member of a team to achieve results and provide value to member cities.

**EXAMPLE OF DUTIES:**

- Conduct non-partisan research and analysis on issues related to health and human services, the environment, land use, public safety, government operations, economic and community development, transportation, and other organizational priorities;
- Prepare reports and other written materials, and communicate the results of research and analysis to SCA members;
- Provide staffing to elected officials on a variety of regional boards and committees;
- Prepare background materials for and give presentations to SCA's Public Issues Committee (PIC), the policy making arm of the SCA;
- Assist with staffing a variety of educational and networking events for SCA member cities;
- Other duties as assigned by the Executive Director.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

- Education and experience equivalent to a bachelor's degree and two years of progressively responsible experience in policy analysis, public administration, intergovernmental affairs, or a related area. An advanced degree in public policy or a related field may substitute for one year of experience;
- Ability to perform technical analysis and to provide sound policy recommendations to members;
- High degree of initiative, including the ability to work independently and handle numerous projects and assignments simultaneously;
- Must be adaptable and flexible to changing priorities and demands, able to shift focus and efforts quickly to deal with emerging issues on a frequent basis, while ensuring accountability for a wide range of on-going issues at all times;
- Strong attention to detail and the ability to deliver high-quality work product on a deadline;
- The ability to establish and maintain effective working relationships with a broad range of people and groups, including elected officials and their staff;
- Strong communications skills, both oral and written. Must be able to effectively convey complex information in an understandable manner. Must be able to communicate with a broad range of audiences and be able to organize effective presentations to synthesize and communicate technical information in an understandable and clear manner;
- Demonstrated ability to read, comprehend and analyze complex documents, such as ordinances, bills, state statutes, and administrative codes and to determine and articulate the policy and technical implications of those documents;
- Familiarity with major local issues, regional initiatives, and the political landscape;
- Proficiency in Word, Excel, PowerPoint, Outlook, and Publisher;
- Background and experience in the field of health and human services strongly preferred;
- Background and experience working with elected officials highly desirable. Local government experience highly desirable.

**WORK SCHEDULE:**

This is a full-time, exempt position. The typical workweek is Monday-Friday. An ability to cover evening, early morning, and occasional weekend meetings as needed is required for the position. Must have a valid driver's license and be willing and able to travel throughout the county for meetings. Infrequent overnight travel may be required.

**SALARY:**

Salary is dependent on experience. SCA offers a generous benefits package, and participates in the state PERS retirement system.

**APPLICATION PROCESS:**

Interested applicants should provide a resume and cover letter to SCA Executive Director Deanna Dawson at [deanna@soundcities.org](mailto:deanna@soundcities.org). The position will remain open until August 10, 2018 or until filled, and applications will be reviewed on a rolling basis.

SCA follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.