



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

**JOB TITLE:**

Policy Analyst

**TO APPLY:**

Send a resume and cover letter to SCA Executive Director Deanna Dawson at [deanna@soundcities.org](mailto:deanna@soundcities.org).

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

The 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 nearly one million constituents in King County. Together we are capitalizing on the diversity of our cities to lead policy change to make the Puget Sound region the best in the world. 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, and coordinating development, approval, and advocacy of SCA's policy positions on a variety of topics including but not limited to transportation, land use, health and human services, public safety, government operations, the environment, and economic and community development.

The Policy Analyst must have proven ability and extensive experience in researching and analyzing 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 duties of this position include both policy analysis, and intergovernmental relations. The successful candidate will be a creative problem solver in fast-paced, changing environment and in an organization that values collaboration, cooperation, and innovation. The Policy Analyst is expected to exercise considerable initiative and judgment in carrying out assigned duties.

**EXAMPLE OF DUTIES:**

- Conducting research and analysis and develop recommendations on issues that impact SCA's member cities including transportation, land use, health and human services, public safety, government operations, the environment, economic and community development, and other organizational priorities;
- Researching and developing recommendations on issues that impact SCA's member cities;
- Monitoring legislation and interpreting legislation that may impact member cities;
- Preparing and making presentations to city officials and a variety of other audiences;
- Coordinating development, approval, and advocacy of SCA's policy positions on a variety of topics;
- Resolving differences between SCA cities and other political jurisdictions;
- Provide staffing to elected officials on a variety of regional boards and committees;
- Prepare background materials for 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;
- Proven ability to perform policy 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;
- Strong attention to detail and the ability to deliver high-quality work product on a deadline with minimal supervision;
- The proven ability to establish and maintain effective working relationships with a broad range of people and groups, including elected officials and their staff;
- Exceptionally strong communications skills, both oral and written. Must be able to effectively convey complex information in an understandable 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 regional political issues such as growth management, transportation, housing and homelessness, watershed protection, finance and revenue, and governance;
- Background and experience working with elected officials, including local elected officials.

**WORK SCHEDULE:**

The Policy Analyst position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The typical workweek is 40 hours per week, 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 King County for meetings. Infrequent overnight travel may be required.

**SALARY: DOE**

*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.*