



City of Seattle
Legislative Department
Seattle City Council – Central Staff Division

Job Announcement

The Legislative Department, Central Staff Division, has an outstanding opportunity for an experienced Policy Analyst. Analysts conduct research and analysis on public policy and budget issues; evaluate proposed policy initiatives; draft legislation; and make recommendations regarding local, regional, and state issues for Seattle’s full-time, nine-member City Council. Analysts work with the Councilmembers, Legislative Aides, high-level government officials, and a wide variety of stakeholders. This “at-will” appointment serves at the discretion of the Central Staff Director.

This position will perform complex, independent policy analysis and advise the City Council on a wide-range of policy and budget issues with a focus on human services and education, including but not limited to preschool education, support for the Seattle School District, civil rights, evaluation of human services programs, domestic and youth and domestic violence prevention.

Responsibilities:

- Analyze facts and apply criteria, regulations, rules, and procedures; recommend appropriate courses of action
- Analyze policy proposals, develop and evaluate alternative policy choices, and provide options and recommendations
- Prepare thorough and concise written reports, including issue papers, decision agendas, and executive summaries
- Prepare and deliver oral presentations summarizing key elements of analysis and recommendations
- Create work plans and design decision-making processes
- Draft legislation
- Work effectively in situations where conflicting viewpoints exist
- Build open communications and dialogue in diverse settings
- Work within and lead project teams
- Serve as committee coordinator for a standing Council committee, including annual Committee work plan development, and review of legislation
- Make independent judgments and operate with minimal supervision

Minimum Qualifications:

- Bachelor’s degree in public administration, public policy, criminal justice, finance, urban planning or a related field is required
- Four years of experience involving public policy development and analysis
- Specific experience in quantitative analysis as applied to budget, finance, economics, performance measurement and/or program evaluation issues in a government setting

- Ability to develop written reports, present briefings at public meetings, and participate in discussions of policy issues
- Proficiency with Microsoft Office Suite
- Ability to meet tight deadlines and manage multiple priorities

Desired Qualifications:

- Graduate degree in public administration, public policy, criminal justice, finance, urban planning, law or a related field
- Experience that would support work in a broad range of public policy issues
- Experience serving elected officials and working successfully with multiple city departments and other jurisdictions or agencies
- Advanced skills in Excel or similar analytical tools

Application Process:

Visit www.seattle.gov/jobs by **4:00pm on Tuesday, August 12, 2014** to complete an online application. Submit a cover letter and resume describing how your education and experience meet the qualifications of the position and a minimum of three professional references with two being direct supervisors.

Additionally, please provide answers to the following questions. Answers should be clear, concise, and descriptive. Please use no more than half page for each response.

1. Describe the breadth and extent of your experience in conducting policy, financial, and budget analysis in a government setting. Describe specific projects you have completed and the roles you have taken.
2. Describe the breadth and extent of your experience in working on public policy issues where you must: (1) handle several diverse projects at one time; (2) make independent judgments and operate with minimal supervision; and (3) complete work successfully in areas where competing views exist on controversial issues.

Incomplete applications (missing cover letter, resume, references, and responses to the above questions) will not be considered. Interviews will be conducted as early as Aug 20, 2014. Selected candidates must be available for interview(s).

The Legislative Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities and veterans are encouraged to apply.

SALARY: \$105,000 - \$120,000 Annually
LOCATION: City Hall, 600 4th Ave., Seattle, Washington
JOB TYPE: Civil Service Exempt, Regular, Full-time