



## Legislative Department Council Central Staff Position Announcement

### Legislative Policy Analyst Position Overview

Current salary range: \$80K – \$95K annually. This position is part of the Seattle City Council's 17-member Central Staff. Central Staff conduct research and analysis on public policy and budget issues; evaluate proposed policy initiatives; draft legislation and make recommendations regarding local, regional, and national issues for Seattle's full-time, nine-member City Council.

Central Staff is currently seeking a policy analyst with strong quantitative skills, including a background in budget, finance, economics, performance measurement and/or program evaluation. The ideal candidate will have a diverse background that could support work in a variety of policy areas, including but not necessarily limited to transportation, parks, economic development, and municipal finance. Strong communication skills are essential for the position and experience working directly with elected officials is highly desired.

Job responsibilities include, but are not limited to:

- Analyze policy proposals, develop and evaluate alternative policy choices, and provide recommendations regarding particular actions.
- Perform fiscal analysis and assess the financial implications of proposed policy initiatives.
- Prepare thorough and concise written reports of various styles, including issue papers, decision agendas and executive summaries.
- Prepare and deliver oral presentations summarizing key elements of analysis and recommendations.
- Draft legislation.
- Work effectively in situations where conflicting viewpoints exist.
- Build open communications, dialogue, and consensus in diverse settings.
- Work within, and potentially lead, team projects.
- Juggle multiple projects and meet concurrent deadlines.
- Make independent judgments and operate with minimal supervision.

### Required/Desired Qualifications

- A graduate degree, or a bachelor's degree and experience equivalent to a graduate degree, in public policy, planning, finance, economics, public administration, or law.
- Three to five years of experience involving public policy development and/or analysis.
- Education/Experience Equivalency: combinations of appropriate education, training, certification and experience will be evaluated on an individual basis for comparability to the minimum education and experience requirements
- Specific experience in quantitative analysis in areas including budget, finance, economics, performance measurement and/or program evaluation.
- Demonstrable skills in verbal and written communication.
- Proficiency with Excel and Word.
- Ability to meet tight deadlines and manage multiple priorities.
- Experience serving elected officials and working successfully with multiple city departments and other jurisdictions or agencies.
- Experience in database management and database queries.

### Application Process

Visit [www.seattle.gov/jobs](http://www.seattle.gov/jobs) by 4:00pm on **Tuesday, February 12, 2013** to complete an online application. The Legislative Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply. If you have questions please contact Melissa Beatty at [melissa.beatty@seattle.gov](mailto:melissa.beatty@seattle.gov).

Please note if you do not submit all requested materials your application is not complete and may not be considered. Please include the following items with your application.

- Cover letter; and
- Resume.