

# CITY OF BELLINGHAM

## JOB DESCRIPTION

**JOB TITLE:** Senior Legislative Policy Analyst

**E-PLAN**

**DEPARTMENT:** Legislative

**SG:E-13**

**CS:N**

**FLSA:N**

**EEO4CODE:PR**

### **JOB SUMMARY:**

Coordinates and carries out research on key policy areas assigned by the Bellingham City Council; coordinates approaches to policy formation, approval and adoption. Responsible for providing professional assistance to the Bellingham City Council with long-and-short-range planning, research and analysis in the areas of policy development and fiscal oversight. Researches and provides independent judgment in analyzing complex or unique problems, issues and situations; develops and justifies recommendations and findings. Writes ordinances and resolutions and takes them through all aspects of the legislative process. Conducts fiscal analysis of programs and supports Council in its consideration of the City budget. Includes evaluation of proposed actions based on the Bellingham Municipal Code, multi-jurisdictional relationships, State legislation and federal laws. Serves as liaison to other community stakeholder groups and entities, including other bodies of government and the non-profit and for-profit private sector. A high level of discretion and sensitivity is required in performing the work. May also be assigned special project work by the City Council in agreement with the Mayor.

### **SUPERVISORY RELATIONSHIP:**

Reports to City Council President. Works in consultation with other City staff, City legal advisors and staff of outside agencies. Works independently under the guidance of City policies and procedures and various local, state and federal statutes and regulations.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. **Policy Research:** With approval of at least four City Council members and under direction of the Council President, independently investigates, develops and analyzes potential Council initiatives and recommends project plans and work programs. Conducts short-term research projects for individual Council members.
2. **Policy Development:** Researches, designs and processes for approval key internal and external policies that reflect the Council's priorities and strategic thinking. Networks with all sectors in defining best practices, community needs and collaborative policy solutions. Identifies, researches, organizes, and synthesizes both qualitative and quantitative information for City Council on assigned programs and issues. Sources may be City, County, State and federal law, as well as existing programs from other jurisdictions. Evaluates possible long-and-short range effects on policy; financial and budgetary ramifications; and relative risks of potential legislation. Decision-analysis reports to Council will include options, impacts and pros and cons of each option. Takes into account City department needs and contributions toward policy formation. Identifies other content experts for input and troubleshoots conflicted perspectives in designing policy issues. Reports issues and progress and confers with elected officials and staff regarding policies. Alerts City Council and Executive Department Staff to emerging issues or collateral impacts of new policies and assists with response planning.

3. Legislation and Amendments: Drafts innovative ordinances and regulations related to a diversity of topics, such as: critical areas, environment and sustainability; resource land retention; transportation planning; urban growth issues and other policy areas as assigned. Manages ordinances or resolutions through the legislative process, including: scheduling of items; research, analysis, writing, and design of materials needed to inform a decision; presentation before Council, legislative and advisory bodies, and community groups; revision of ordinances in response to Council direction, etc.
4. Strategic Advice: Provides strategic advice on complex subject-specific matters involving strategic direction, policy and operational issues. Researches new ideas and/or legislative proposals. Conducts fiscal analysis of policies or programs and develops program or policy specifications. Provides analytical support to the Council in its annual consideration of the City Budget.
5. Public Outreach: Provides outreach to key constituencies, reports feedback to the City Council and assists with the formation of municipal strategy on matters relevant to ecological, economic, development of human capital and preservation of local culture.
6. Special Issues Liaison: On behalf of, and as assigned by, the City Council serves as liaison or lead staff for coordination of certain City-wide/interdepartmental or inter-jurisdictional issues, either emergent or customary. Leads or participates in internal and external committees with other City staff, Council, other agencies and citizens.
7. Strategic Planning: Participates in City Council policy discussions and strategic planning. Provide support for the Council in annual strategic planning processes. May work with Communications Director to effectively coordinate communication of City priorities, policy ramifications or the means for public involvement in policy formation or special projects. Attends meetings to remain current on information about City initiatives and major projects.
8. Legal Issues. Identifies legal questions, refers to legal counsel and incorporates legal advice and opinions into policy analysis and recommendations to Council.
9. Management of schedule and work products. Evaluates and analyzes impacts of Council work programs and priorities for programmatic review; recommends schedules and tasks; plans for additional resources and integrates changes smoothly. Manages assigned projects and tasks, assuring timely completion. Prepares and presents work products and recommendations to Council members, committees and others as appropriate through oral summaries, written reports and computer-generated software programs. Drafts legislation and amendments; reviews with City legal staff for compliance with City standards. Designs publication templates, management processes, and reports necessary to provide information to the Council and manage the work activities of the position.

#### **ADDITIONAL WORK PERFORMED:**

1. Coordinates with and assists Legislative staff with projects, and provides back up, as assigned.
2. May coordinate with City departments to collect data, gather information and prepare reports relative to the Council's budget review needs. May provide review and recommendations on funding and staffing levels as assigned.
3. May coordinate special projects as assigned by the City Council in agreement with the Mayor. Works with City as assigned. Advocates for the City's position and best interest with other

stakeholders involved in a given project. Leverages professional expertise, such as legal, community design, finance, etc. to assure projects are successful in both impact, reflection of community will, and sustainability. Consults with City department representatives in terms of fit and chronology of implementation within the projects' execution. Apprises the Mayor, Council and departments of project progress.

4. May be required to speak or make presentations to groups of people.
5. Performs other related work of a similar nature and level.

### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

#### **Working knowledge of:**

- Principles and practices of public administration and policy analysis; research methods and techniques.
- City legislative, policy and program development, and public processes.
- City of Bellingham departments and operations
- City neighborhoods, leadership. local institutions and organizations.
- Peer and ancillary government units and local institutions
- Various public entity best practice models, their applicability and efficacy for communities of similar size and scope to Bellingham.
- Mathematical principles sufficient to perform statistical, financial and economic analyses;
- The role of the legislative branch of City government; state and local government agencies including special purpose and general purpose governments;
- Federal, state and local laws, rules and regulations governing the structure and operations of City government;
- Planning, zoning, methods for protecting resource lands, and transportation planning related to urban growth;
- Principles of planning, time management, project coordination and management, facilitation group dynamics, and program and process evaluation;
- Computer software programs and applications at an advanced level including word processing, spreadsheet, database and presentation software as well as operation of standard office equipment.

#### **Skills:**

- Excellent interpersonal skills for establishing and maintaining effective working relationships with the private sector, neighborhood leadership, citizens, elected and appointed City officials and staff.
- Demonstrated excellent written and verbal communications skills, including skill in preparation of various materials for publication and/or dissemination.
- Problem analysis and decision-making.
- Excellent planning, organizing and time management skills.
- Research, analysis, and program planning and evaluation skills.
- Proficient in use of word processing, internet, and other technology applications needed to carry out professional work.
- Meeting facilitation and conflict mediation skills.

#### **Ability to:**

- Conduct self at all times in an ethical, professional and respectful manner.

- Establish, facilitate and maintain productive, cooperative and effective working relationships with City departments and staff; elected officials; stakeholders; citizens and general public; and staff of other agencies; demonstrating discretion, respect, diplomacy and tact.
- Articulate the City's goals in an understandable and appropriate manner for the particular audience or individual.
- Articulate constituent group and citizen innovations, concerns and goals in an understandable and appropriate manner for the particular audience or individual.
- Prepare and make presentations in a persuasive and informative manner.
- Facilitate the efficient conduct of business meetings and committee work, whether as leader or liaison.
- Adapt and be flexible.
- Work independently with little direction.
- Analyze and evaluate economic, political and social trends, impacts and consequences of legislative policies and actions;
- Assess the relative advantages and disadvantages of alternative courses of action;
- Plan and organize work independently without immediate supervision; must exercise good judgment to determine when independent action is appropriate and when to refer situations to a higher authority;
- Communicate effectively, both verbally and in writing; initiate, compose and/or edit correspondence, records, narrative and other reports and documents in a manner which can be understood by non-technical listeners and readers;
- Organize facts and present findings, conclusions and recommendations in a clear and logical manner; prepare clear and concise reports;
- Learn, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents; interpret administrative directives and use initiative and sound judgment in applying same to the work situation;
- Work effectively in a multi-task environment; take appropriate initiative; develop ways to improve and promote efficient work methods;
- Maintain consistent and punctual attendance.
- Willingness and ability to demonstrate the Public Service Competencies of Results Orientation, Service Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the position including:
  - correctable visual acuity to read and computer screen and a typeset page;
  - fine finger dexterity to manipulate computer keyboard and mouse;
  - ability to talk and hear sufficiently to communicate in person and over the phone;
  - ability to lift up to 25 lbs.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment with extended periods of time spent at a computer terminal. Moves throughout City facilities and other agencies, and periodically drives a motor vehicle to perform duties at other sites or travel outside of the city. Work is performed in a variety of settings, including Legislative and other City offices of high public contact and visibility. Work requires travel to and from meetings in Bellingham, with limited travel outside of Bellingham.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in planning, environmental science, public administration or related field, required; Master's degree in public administration, communications, community organizing,

- planning, environmental science, health and human services or related field, or other additional advanced training desirable.
  - Five (5) years professional-level experience in public policy work, including two (2) years of experience with community group processes, negotiated collaborative projects and processes, including working with complex, sensitive issues and developing collaborative, creative solutions to problems.
  - Proven record of customer service excellence.
  - Experience in a similar legislative or executive staff role highly desirable.
- OR**
- Any combination of education and related experience that provides the required knowledge, skills, and abilities to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal convictions and local background check.
- Ability to attend meetings outside of normal office hours including early mornings, evenings and weekends.
- Certification of National Incident Management System training is required within 6 months of hire, and at a level commensurate with local government employees who are charged with this responsibility.

**PREPARED BY:** M. Gardner;  
Cathy Lehman  
Lorna Klemanski  
7/2014

**REVIEWED BY:** \_\_\_\_\_  
Kelli Linville, Mayor