CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Legislative Policy Analyst** **E-PLAN**
SG:6
DEPARTMENT: **Legislative** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

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 decision-making. Conducts research and applies independent judgment in analyzing complex or unique problems, issues, and situations; develops and justifies recommendations and findings. 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, the city's Comprehensive Plan, multi-jurisdictional relationships, State legislation and federal laws. Work requires a high degree of confidentiality and discretion in a sensitive public environment. Actively supports and reflects the City's commitment to Accessibility, Diversity, Equity, and Inclusion (ADEI) in carrying out job duties.

SUPERVISORY RELATIONSHIP:

Reports to City Council President. Works closely in consultation with other City staff, City legal advisors and staff of outside agencies. Major work assignments will require approval by a majority vote of the City Council.

ESSENTIAL FUNCTIONS OF THE JOB:

1. 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. Develops decision-analysis reports for Council which include options, impacts and pros and cons of each option.

2. Provides advice on complex subject-specific matters involving strategic direction, policy, and operational issues. Researches new ideas and/or legislative proposals.

3. 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.

4. 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.

5. Identifies legal questions, refers to legal counsel and incorporates legal advice and opinions into policy analysis and recommendations to Council.

6. 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.

7. Leads or participates in internal and external committees with other City staff, Council, other agencies, and citizens.

8. 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.

ADDITIONAL WORK PERFORMED:

1. 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.

2. Coordinates with, assists other staff with projects, and provides back up for other Council , as assigned.

3. May be required to speak or make presentations to groups of people.

4. Performs other duties within the scope of the classification, as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Principles and practices of public administration and policy analysis;
- 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;
- Research methods and techniques;
- 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.
- Principles, best practices, and current trends in ADEI.

Demonstrated ability to:
- 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;
- maintain productive relationships with City staff, Council, citizens, and staff of other agencies;

- Use tact, discretion, diplomacy, respect, and courtesy to establish and maintain effective work relationships with elected officials, department heads, associates, and the general public;
- 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.
- Ability and willingness to demonstrate the Public Service Competencies of Results Orientation, Service Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently remain stationary for long periods of time;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed in an office environment with extended periods of time spent at a computer workstation. May sit or stand for long periods of time. 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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public policy, public administration, planning, environmental science, or related field; master’s degree preferred.
- Four (4) years professional-level experience in public policy work, including two (2) years of experience conducting research, analyzing information, and developing reports.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.

- May be required to attend meetings or perform duties outside of normal office hours including early mornings, evenings, and weekends.

PREPARED BY: B. Ryan, L. McGowan-Smith 2/08

REVIEWED BY: _____
Michael Lilliquist
City Council President

REVISED BY: A.Sullivan 8/23