

POSITION DESCRIPTION

Title: Senior Policy Advisor

Department: Legislative Constituents Services Office

Job Analysis: December 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Members of the Baldwin County Legislative Delegation

Subordinate Staff: None

Internal Contacts: Staff of the Baldwin County Legislative Delegation

External Contacts: Members of the Alabama Legislature, Legislative Services Agency, Executive Branch Agencies, County and Municipal Officials and the General Public

Status: Salaried/Exempt

Job Summary

Reporting to the Members of the Baldwin County Legislative Delegation, coordinates and advances the work of Delegation. Ensures the efficiency and effectiveness of the Delegation's operations at the State House and State Capitol in the City of Montgomery. Serves as a trusted adviser and researcher to and represents Delegation Members in delegated projects and initiatives designed to achieve the Delegation's priorities and objectives.

Job Domains

1. Manages high-priority projects designed to achieve the Delegation's mission and strategic vision; builds and maintains successful working relationships and coordinates with a wide range of offices, staff, and stakeholders, internal and external to the Delegation.
2. Gathers, investigates, researches, analyzes, and/or studies information affecting delegation priorities; participates in policy development and problem resolution.
3. Anticipates, identifies and troubleshoots issues of concern or significance; exercises discretion to provide timely information and necessary updates to Delegation Members.

4. Ensures matters requiring the attention of Delegation Members are thoroughly developed, researched and evaluated; responds to routine inquiries as directed.
5. Researches, writes, edits and/or coordinates preparation of legislation, special reports, briefings and presentations; conceives, crafts, and edits messages, letters and other communications on behalf of Delegation Members.
6. Coordinates Delegation meetings in the City of Montgomery when the legislature is in or out of session as directed.
7. Supports and sustains a culture of public service, professionalism and continuous improvement.
8. Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities

1. Strategic planning skills.
2. Strong interpersonal, organizational and critical thinking skills; adaptability to meet changing demands.
3. Ability to identify, analyze and address a wide variety of issues and problems in a high-stress environment.
4. Knowledge of the goals, objectives, structure and operations of state and local government.
5. Ability to gather data, compile information, and prepare reports.
6. Ability to perform complex tasks and to prioritize multiple projects.
7. Superior research, writing, and oral communication.
8. Ability to create, compose, and edit correspondence and other written materials.
9. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
10. Exceptional interpersonal skills and the ability to interact and work effectively with public officials and the general public.
11. Demonstrated ability to maintain confidentiality.

Minimum Requirements

1. Bachelor's Degree in political science, public administration or related field.
2. Minimum of eight years senior-level managerial and legislative experience.
3. Knowledgeable in Alabama General Law, Local Laws and regulatory processes.
4. Ability to work independently; self-motivated, creative, organized, and deeply committed to personal and organizational excellence.