



Director of Policy – Council District 2

SALARY RANGE: \$50,821.52 – \$76,232.28

JOB SUMMARY:

Under general direction, serves as the Councilmember's primary point of contact for policy research, writing and policy development. Conducts surveys and polls to determine primary public opinion and contrary viewpoints. May exercise direct supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Research policy issues by reviewing of facts and statistics, determining all points of view on the topic, looking at best practices, and other agencies' policies which may have been successful or failed.
- Develops draft policy from overall concept. Develops a pathway to approval by working with departments and other interest groups to solve gaps and determine implementation strategy.
- Writes Council Consideration Requests (CCRs) and tracks policy items through attending committee and commission meetings. Meets with City staff to get updates and gather information on CCR's progress.
- Polls district constituents to ascertain the predominate opinion within the district.
- Compiles and analyzes community input and integrates the findings into policy recommendations.
- May assist with constituent services requests as needed.
- Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university. A master's degree is preferred.
- Three (3) years of relevant experience in management, analysis, or policy development.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of organization strategic planning principles.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of presentation requirements and methods.
- Knowledge of public administration practices and local government issues.
- Skill in operating a personal computer, related applications, and the use of electronic resources as used in libraries.
- Ability to analyze complex organizational structures and functional relationships.
- Ability to exercise independent judgment and discretion.
- Ability to communicate clearly and concisely.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
- Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

This is a position being hired by City Council Member/Mayor. Positions are not City employees, but are employees of the Mayor or the individual Councilmember. These positions answer only to the Mayor or Councilmember by whom they are employed, and represent only the respective Mayor or Councilmember's point of view in serving constituents. The Mayor or Councilmember has the exclusive right to alter this class specification at any time without notice.

APPLICATION INSTRUCTIONS:

Interested individuals should email a letter of interest and resume to:

Emily McGinn

Interim Assistant to City Council

Email: Emily.McGinn@sanantonio.gov