

Council Policy Analyst

Position Summary

Provide professional staff assistance and analysis to the City Council, individual Councilors and Director regarding policy and budgetary issues; research, analyze and develop budget and policy proposals for Citywide issues; determine operational feasibility and accuracy of various programs brought to the Council; serve as staff liaison to a variety of boards and commissions; and provide highly responsible and complex administrative support to the Council Finance Officer.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from the Council Director and Council Finance Officer for the City Council

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Work with and in the interest of the City Council and individual Councilors; evaluate proposals, guide choices regarding policy and legislation and provide responsible staff assistance to Council; attend City Council and Council Committee meetings; represent the Council at a variety of meetings including sub-committees, neighborhood and task force meetings.
2. Represent and coordinate a variety of assigned activities with those of other divisions, departments and outside agencies and organizations including environmental protection and compliance, health and public safety, and financial and economic plans.
3. Research, analyze and draft legislation in support of policy and budget development; analyze and develop policy alternatives; prepare written and oral presentations on assigned issues.
4. Serve as a staff liaison to a variety of boards and commissions including the Middle Rio Grande Council of Governments; attend meetings and major briefing sessions; provide staff support to assigned boards and commissions
5. Develop and prepare briefing comments, fiscal and economic impact analyses, legislative summaries, recommendations and inquiries on agenda items to be heard by the City Council and its committees.
6. Review departmental budget and policy requests; evaluate requests and interpret data for the City Council; prepare budget amendments; perform a variety of special studies including management and financial studies; develop and recommend alternatives and solutions.
7. Review, evaluate and interpret data on revenues, expenditures, rates, and economic, social, physical and political factors within the City; identify existing and emerging problems and opportunities; make recommendations pertaining to policy implications.
8. Review and evaluate legislation submitted by the City for operational feasibility and technical accuracy; prepare required amendments and/or substitute bills as requested.
Explain, justify and defend City policies and legislation; negotiate and resolve sensitive and controversial issues.
Identify and respond to sensitive community and organizational issues, concerns and needs.
9. Navigate the PeopleSoft system in order to research, extract, analyze and manipulate financial and human resource data.
10. Navigate the Hyperion Budgeting software in order to research, extract, analyze and manipulate budget data.

SUPPLEMENTAL FUNCTIONS:

1. May represent a City Councilor as an alternate at meetings with ad hoc committees, private organizations or neighborhood associations.
2. Maintain awareness of new developments in applicable legislation; incorporate new developments as appropriate into programs.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:*Related education and experience may be interchangeable on a year for year basis.*

Master's degree from an accredited college or university with major course work in political science, economics, public administration or related field, plus five (5) years professional experience in public administration, public policy analysis or fiscal analysis.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Operations, services and activities of a comprehensive municipal legislative, policy and budget development program
- Principles and practices of financial policy development and implementation
- Principles of the legislative process
- General practices, services and operations of municipalities
- Principles and practices of municipal budget preparation and administration
- Modern office procedures, methods and equipment including computers
- PeopleSoft and Hyperion Budgeting Software
- Principles of business letter writing and basic report preparation
- English usage, spelling, grammar and punctuation
- Pertinent Federal, State and local laws, codes and regulations

PREFERRED SKILLS AND ABILITY:

- Provide staff assistance including policy and budget analysis to the City Council and individual Councilors
- Analyze and assess programs, policies and operational needs and make appropriate adjustments and recommendations
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Prepare a variety of legislative reports
- Draft complex analytical reports and correspondence
- Evaluate and make recommendations on large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations
- Research, analyze and evaluate legislative policy options and alternatives
- Interpret and apply Federal, State and local policies, laws and regulations
- Respond to requests and inquiries from the general public
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting for prolonged periods; attending meetings outside normal office hours.