

Title: Policy Advisor

Job Code: 1701

Pay Range: 543

FLSA Status: Exempt - Administrative

Employee Group: Non-Represented

Established: Feb. 2016

Revised:

EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

Jobs assigned to this classification function as high-level policy advisors on government affairs, policy development, and key capital projects in order to support and promote the success of Metro Council Vision and Goals, or specific initiatives of the COO/Deputy COO or department director. The main focus is on strengthening Metro's relationships and partnerships with Federal, State, Local Government and non-governmental partners. Policy Advisors use political, professional, and organizational expertise and acumen to identify and promote policy options that will advance Metro Council's goals within Metro or the region.

DUTIES AND RESPONSIBILITIES

Incumbents may perform duties in the following specialized areas: legislative affairs; strategic partnerships; and local/regional government affairs.

1. Advocates for Metro Council's policy objectives before the Oregon Legislature and defends against legislation that would adversely impact agency objectives.
2. Works with Metro staff and Metro Council to develop and support legislative agenda; collaborates with Office of Metro Attorney on policy, strategy, and drafting legislation and administrative rules.
3. Builds and maintains relationships and communications with external audiences in order to facilitate success of Metro Council policy objectives.
4. Fosters increased regional collaboration and facilitates the development of regional positioning on critical issues through coordination and participation in regular staff level meetings with colleagues from other public bodies. Coordinates the regional lobby.
5. Represents Council, COO, Deputy COO, General Manager, or department director on issues relating to agency goals and initiatives.
6. Collaborates with department(s) on policy development and implementation related to major Council initiatives.
7. Drafts and edits written materials to outline Metro's objectives policies, and processes.
8. Represents Metro on various committees and task forces as appropriate.
9. Serves as staff leader for specific projects as assigned by the COO, Deputy COO, General Manager, or department director.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in public policy, public administration or other relevant area of study; (Master's degree preferred) and
- A minimum of seven (7) years of progressively responsible experience in public relations, government relations, legislative analysis, public affairs, or intergovernmental affairs or
- Any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Project management
- Political and regulatory environment affecting Metro and its various operating units
- Legislative process, particularly, how a bill becomes a law and how to leverage the committee system for a successful outcome for Metro and the region
- Engage others in policy development process and integrate the full spectrum of valid input into policy proposals
- Communicate policy positions and Metro's vision clearly and persuasively to a wide spectrum of individuals and groups
- Supervise and lead the work of staff

- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work in a safe manner and follow safety policies, practices and procedures
- Perform all position essential duties and responsibilities

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier

SUPERVISION RECEIVED

- Receives general direction from the COO, Deputy COO, General Manager, or department director

SUPERVISION EXERCISED

- May supervise or lead teams of professional or administrative staff, volunteers, or interns

RELATIONSHIPS/CONTACTS

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

All standard office equipment including; computer software including MS based word-processing and spreadsheets

WORK ENVIRONMENT

Work is performed mostly in an office setting

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.