



# Senior Policy Advisor - Commission

## Job Description

Department: Commission  
Position: Appointed  
Grade: 511  
Supervisory: No  
Reports to: County Commissioner

### Summary

This role is appointed by a Utah County Commissioner. The incumbent performs duties, including those listed below, as assigned by the Commissioner. As authorized by the Commissioner, the incumbent communicates the positions of the Commissioner. The incumbent shall not participate in formal decision-making functions. The incumbent researches pertinent issues and provides public policy analysis and advice as directed by the Commissioner.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct research, develop research formats, collect data, formulate results, and compile research reports and papers.
2. Assist Commissioner with administrative and analytical details; contribute to the drafting of proposals, executive summaries, and other documents.
3. Provide information and assistance to department heads, county employees, and the public; manage complaints and refer concerns as appropriate.
4. Review grant and funding requests and various intergovernmental service agreements for completeness and adherence to policy.
5. Prepare board agenda items which are of importance to the Commissioner or are of necessity for the portfolio departments of the Commissioner.
6. Organize workload, meetings, and travel for the Commissioner.
7. Interact and coordinate with representatives from various federal, state, county, and local entities.
8. Attend meetings; compile reports of meetings; summarize materials presented and advise Commissioner on potential actions to be taken.
9. Coordinate with Public Information Officer on items of importance to the Commissioner for dissemination to the public; research material for speeches, letters, and special projects.

### For Office Use Only

Job Code: 2289  
Job Title: Senior Policy Advisor - Commission  
FLSA: Exempt  
Effective Date: 5/7/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
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10. Coordinate with Utah County lobbyists on matters of importance to the Commissioner, or the County as a whole.
11. Gather information for the review of the annual budget for Utah County and coordinate with Commissioners, Policy Advisors, and Department Heads regarding their budgetary requirements; assist as directed in the review and evaluation of budget requests from all departments and elected officials.
12. Attend meetings with Commissioner.
13. Review various County departments and programs; present status reports to the Commissioner.
14. Review and answer incoming correspondence; work with the Commissioner to identify items that should come before the Commission for action; follow up on correspondence on behalf of the Commissioner.
15. Be prepared to respond to emergencies related to the duties of the Commissioner at all hours.
16. Analyze issues related to county ordinances and countywide policies and procedures and work with the Commissioner to develop and advance the Commissioner's policy goals.
17. Assist in the development and drafting of County ordinances as directed by the Commissioner.
18. Maintain strict confidentiality with the Commissioner; maintain key files for the Commissioner's time in office.
19. Exercise judgment and diplomacy in negotiations, discussions, or other communications involving all employees and elected officials within and outside Utah County government and the general public.
20. Perform other necessary functions as may be expected of a statutorily appointed employee in accordance with Section 17-33-8-(1)-(b)-(ii) of the Utah State Code.

### **Knowledge, Skills, and Abilities**

- Knowledge of the public policy process, with emphasis in the state and county level of government
- Knowledge of public affairs, taxation, political issues, and other issues affecting Utah County and the Commission
- Knowledge of national, state, and local government systems and their interrelationships
- Skilled in reading, writing, and intermediate math
- Skilled with various computer applications including word processing, spreadsheets, and databases
- Skilled in document composition
- Ability to exercise judgment and discretion in dealing with interpersonal relationships, public relations, and writing on behalf of the Commissioner
- Ability to produce and communicate policy alternatives and policy analysis
- Ability to assist Commissioner in developing and furthering Commissioner's policy priorities in a political environment
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to distill relevant and useful elements from vast amounts of information

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- Ability to perform bookkeeping functions
- Ability to communicate verbally and in writing
- Ability to organize filing systems and maintain records, files, and reports
- Ability to gather and interpret information
- Ability to coordinate multiple tasks efficiently
- Ability to work without close supervision

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. Work occasionally exposes the incumbent to high-stress situations including contact with employees and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work.**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and remote work may be required as job duties demand, and incumbent is considered to be “on-call” any day or time.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

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**Recommended Education and Experience**

- 1. Bachelor’s Degree in Political Science, Public Policy, Communications, Business Administration, or a related field.
- 2. Four (4) years of complex executive support and/or policy experience.
- 3. Equivalent combinations of education and experience may be also be considered.

**Preferred Education and Experience**

- 1. Master’s or Juris Doctorate degree.

**Additional Eligibility Qualifications**

- 1. Selected applicants may be required to obtain a State of Utah Certificate of Authority of Notary Public.
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

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