



**King County**

## **Policy Analyst**

**King County Councilmember Sarah Perry  
District 3**

### **About the King County Council:**

The Metropolitan King County Council oversees the second largest government and the most populous county in Washington State. With over 2.25 million residents, King County is the 13th largest county in the United States in terms of population. King County provides an array of regional services, including public health, Metro transit, wastewater treatment, solid waste, community and human services, and criminal justice and is the local government for the roughly 250,000 people living in unincorporated King County.

Councilmember (CM) Sarah Perry represents the 3rd District, which includes 77,000 unincorporated residents, as well as residents in the cities and surrounding areas of Issaquah, Sammamish, Redmond, Woodinville, Bothell, Duvall, Carnation, Preston, Fall City, Snoqualmie, North Bend, Snoqualmie Pass and Skykomish.

### **Position Description:**

The Office of King County Councilmember Sarah Perry is seeking an experienced Policy Analyst with a strong background in policy analysis, research, navigating complex, challenging policy initiatives, and community engagement to join our dynamic team. As Policy Analyst, you will provide staff support to Councilmember Perry in her legislative duties and work to build a policy portfolio comprised of the Councilmember's policy objectives and key emerging issues.

The Policy Analyst reports to the Councilmember and Chief of Staff and contributes to the team through management of a policy portfolio, research, stakeholder and constituent outreach, staffing the councilmember, and support of office communications.

### **Job Responsibilities:**

- Operate as the primary policy contact for CM for emerging issues, policy strategy & legislation.
- Manage a policy portfolio that includes, but is not limited to, transportation, land use, natural resources, parks, water, solid waste, energy, flood, and climate.
- Conduct research, analyze, and evaluate policies and data to make appropriate recommendations.
- Support office objectives by preparing briefing documents, meeting preparation materials, talking points, letters of support, and creation of constituent facing materials.
- Ensure robust stakeholder outreach in policy focus areas to accomplish CM policy objectives.
- Staff CM at meetings and events in the district and around King County as needed.
- Represent the CM in public forums and meetings as needed.
- Assist with crafting responses to policy and constituent inquiries and help manage challenges or issues with county services.
- Perform other duties as assigned that support the efforts of the office.

### **Our Ideal Candidate Will:**

The ideal candidate will have work experience analyzing and drafting public policy, conducting data analysis to present information in a compelling manner, working with legislation and legislative bodies, and incorporating community interests into policies. The ideal candidate has excellent written and verbal communication skills, initiative, good judgment, and the ability to manage multiple projects and work collaboratively and objectively.

**Competitive candidates will possess** at least three years of relevant work experience in research, policy, or similar field or any combination of relevant experience/education/training that clearly demonstrates the ability to perform the scope of the job duties and have demonstrated:

- Ability to understand, interpret, apply, analyze, and compare policies and approaches and make appropriate recommendations based on quantitative and qualitative research.
- Well-developed knowledge of the English language to prepare clear, concise, professional, and persuasive reports suitable for public consumption.
- An understanding of the legislative process, political strategic planning and the ability to build respectful relationships across the political spectrum and in diverse communities.
- Ability to balance multiple projects, produce high quality work within timeframes, and work both independently with minimum supervision and collaboratively with a team.
- Highest standards of integrity, ethics, professionalism, discretion, and confidentiality.
- Willingness and ability to take on a variety of other projects or duties that regularly emerge in an environment with diverse demands and a small staff.
- Understanding that legislative employment requires schedule flexibility and some evening and weekend meetings, with advanced notice.
- Bachelors or Master's Degree in a relevant field or equivalent experience and expertise in the skills needed to successfully achieve the position responsibilities.
- Reside within District 3 or on the Eastside and or demonstrated strong ties within the district.

King County Council is committed to upholding and promoting equal opportunity in employment. The Council encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. We value diversity and strive to hire a workforce that reflects the community that we serve. We believe a diverse workforce is a strong workforce.

**Covid-19 Vaccination Requirement:** All Legislative Branch staff must be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination before hire. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

**Work Schedule and Location:** This position is FLSA overtime exempt; however, employees of the Legislative Branch of King County Government hold a standard work week of 35-hours. This position will occasionally require some non-traditional work hours to attend meetings, community engagement activities, or scenes of critical incidents occurring at night or on the weekends. This position is a hybrid position, requiring at least 2 days a week onsite, varying between the King County Courthouse and in District 3.

**COMPENSATION & HOW TO APPLY:** This position is open to all qualified candidates. The annual salary range for this position is \$90,000 – \$100,000 and includes an innovative and award-winning employer with paid medical, dental and vision insurance as well as a generous vacation and leave program. To apply, please send the required application materials to Libby Hollingshead at [libby.hollingshead@kingcounty.gov](mailto:libby.hollingshead@kingcounty.gov) with the subject line Application for Policy Analyst: D3. The position is open until filled, however, priority consideration will be given to applications received by Friday, May 27<sup>th</sup>, by 5:00 PM PST.

**APPLICATION MATERIALS REQUIRED:**

- Cover Letter highlighting what makes you qualified for this position.
- Resume
- List of three professional references, including their email, phone number, and relationship to you

NOTE: Failure to submit all required forms and materials may prohibit further consideration.