

# **POLICY ANALYST**

## **(Limited Term Employment)**

### **DEFINITION**

Assists the County Executive in the implementation of transportation and agricultural components of Design Dane. Activities include: public policy development, analysis & research, preparation of reports and/or issue papers and policy options, drafting correspondence, coordinating activities of appropriate county staff, providing community-oriented public outreach and related duties as requested.

### **EXAMPLES OF DUTIES**

#### **Coordination of Hwy 12 agreement**

1. Assist in development of 250k planning assistance contract with WisDOT
  - Meet with towns, cities and villages in the corridor
  - Research innovative ideas to minimize secondary impacts of USH 12
2. Direct the development of the \$5 million Dane County Fund Plan
  - Coordinate efforts of Planning & Development, Parks in development of fund plan
  - Research, analyze and offer options for implementing farmland mitigation or other effective farmland preservation techniques
3. Other duties
  - Assist in other duties related to Hwy 12 agreement

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Training and experience equivalent to a bachelor's degree (master's degree preferred) from an accredited college or university in public administration, political science, law or a related field and three years professional experience in land use, transportation and agricultural policy analysis in a legislative, governmental or not-for-profit agency.

**Knowledges and Abilities:** Knowledge of principles of public policy development, research, analysis and administration; experience in development, research and analysis of land use/transportation and agricultural public policies; experience in working with and/or for local governments; ability to speak and write effectively; ability to work independently and exercise sound judgment in completing assignments; ability to relate effectively to and communicate with the County Executive, county personnel, local government officials and community members and elected officials; ability to operate word processing software packages on a personal computer.