

Job Title	Policy Advisor
Employer/ Agency	Harris County Precinct One
Job Description	<p>Specific responsibilities of the Policy Advisor include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Monitors, analyzes and tracks changes to county policy and related local, state and federal laws and regulations. • Works within organization and across specific interest groups, attending meetings, hearings and functions. Identifies various issues and specific interests and prepares briefing documents for Precinct 1 leadership and Commissioner. • Drafts policy memos and relevant background documents. • Serves as staff liaison to internal and external county departments and stakeholders. • Supports Precinct 1 Commissioner, leadership team and relevant departments in execution of Precinct policy goals. • Performs related work as assigned.
Qualifications	<p><u>Qualifications:</u></p> <p>Education: Bachelor’s degree from an accredited college or university in policy, public administration, public affairs, political science, economics, research science, or a related field preferred. Advanced degrees including a Juris Doctorate degree, a master's degree in public administration, public policy, education, economics, or political science, or a master's or doctorate degree in another relevant discipline is preferred but not required.</p> <p>Experience: A minimum of 5 years of relevant professional experience (e.g., policy analysis, government, criminal justice, economics).</p> <p>Equivalency: A combination of education, training, certification, and experience will be evaluated on an individual basis for comparability to the minimum education and experience requirements.</p> <p><u>Certificates, Licenses and Registrations:</u></p> <ul style="list-style-type: none"> • Valid Texas Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions • Valid automobile liability insurance <p><u>Desired Characteristics:</u></p> <ul style="list-style-type: none"> • Commitment to organizational mission and values: Mission-driven and self-directed, with a demonstrated passion for Precinct 1’s work to improve outcomes for Precinct 1 constituents;

	<ul style="list-style-type: none"> • Collaborative: Collaborates with peers to drive results in alignment with organizational and operational goals in support of the organization’s mission; is able to work in cross-functional teams; • Communicates Effectively: Communicates effectively both written and oral; demonstrates active listening and comprehension; selects and uses appropriate communication methods to keep others appropriately informed; able to tailor messages appropriately to various audiences; • Role Specific Content: Knowledge of local, state, and federal government operations including legislation, budget, and policy development; ability to understand complex issues quickly and communicate them succinctly; experience in public policy; strong research and analysis skills, including but not limited to legislative and budgetary analysis; and strong writing skills • Content Knowledge: Competent in required job skills and knowledge; ability to learn and apply new skills; ability to learn how to operate new systems quickly; demonstrated ability to set priorities, establish clear expectations and execute identified projects; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; knows how to use technology tools to effectively manage and expedite processes; uses resources effectively • Diverse Skillset, Background and Experience: Additional consideration given to proficiency with ArcGIS or other mapping software, database management, proficiency in foreign language(s), and/or personal and professional background and experience.
Salary/Hours	DOE
City, State, Zip	Houston, TX
Application Method	Interested candidates should submit their resume, cover letter, and 2-3 samples of their graphic design work, digital campaign work, and/or video work to Maureen.Haver@Cp1.Hctx.net with the email subject line: Policy Advisor
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

