

**DUPAGE MAYORS AND MANAGERS CONFERENCE  
POLICY ANALYST**

The DuPage Mayors and Managers Conference (DMMC) is seeking to hire a Policy Analyst. DMMC is the coalition of cities and villages that promotes excellence in municipal government, evaluates the impact of pending state and federal legislation, provides research, technical assistance and training to members, and fosters intergovernmental cooperation.

**POSITION DESCRIPTION**

Under the supervision of the Executive Director, provides staffing, analysis, and liaison functions for the DuPage Mayors and Managers Conference on a wide range of policy issues, especially those relating to legislation, regulatory issues, municipal revenue, public pension systems, economic development, and much more. Staffs appropriate Conference committees and attends relevant intergovernmental meetings. Supports the successful completion of the Conference's Legislative programs by performing assignments on special issues that require research and analysis. Supports Legislative program by supplementing monitoring, analysis, and lobbying efforts in Springfield and locally. Performs related work as assigned.

**DUTIES AND RESPONSIBILITIES**

Staff the Legislative Committee and the Regulatory Issues Committee.

Research, develop and support implementation of the Conference's Legislative Action Program each year.

Support Legislative Associate and other relevant staff and lobbyists in monitoring legislation, arranging for bill sponsorship, performing issue analysis, developing Conference positions, drafting legislation, briefing members and staff on legislative issues, and assisting with preparations for the Conference's legislative trips to the State Capitol.

Prepare regular informational reports and action calls during legislative sessions to inform the membership and elicit member involvement in the legislative process.

Monitor the agendas, meetings, programs and projects of the DuPage County Board and other organizations addressing countywide and regional policy issues.

Evaluate legislative proposals for their impacts on Conference members.

Provide municipal perspectives in the development and evaluation of policy proposals affecting Conference members.

Evaluate the methodologies, assumptions, and data used to delineate policy alternatives and to make policy recommendations; devise appropriate approaches when needed.

Prepare memoranda and special reports that effectively summarize, describe, and explain complex policy issues and options to Conference members.

Prepare other materials, such as survey instruments, model ordinances, and audio-visual aids, to support Conference programs and objectives.

Keep members informed about innovations, recent developments, and important outcomes on relevant issues and concerns.

Assist in maintaining the Conference's databases on relevant topics and policies.

Respond to member requests for information and technical assistance on issues of importance to the Conference.

Develop surveys as needed to gauge member responses to various issues.

### **QUALIFICATIONS AND SKILLS**

Graduate of a recognized college or university with a bachelor's degree in public administration, political science, law or other related field with a concentration in policy analysis.

Three years experience in legislative analysis, technical research and writing, or associated work in governmental affairs preferred.

Strong oral and superior written communication skills, including ability to report complex issues to a lay audience.

Superior research and analytic skills.

Skill in maintaining effective working relationships with public officials, agencies and other groups.

Strong skill in problem solving, working independently and working on team projects.

### **SUPERVISION**

General supervision by the Executive Director.

### **Salary**

\$52,000+ DOQ

### **Contact Information**

Send your resume, cover letter with contact information and salary requirements to:

[squintell@dmmc-cog.org](mailto:squintell@dmmc-cog.org)

Mail:

Suzette Quintell, Operations Director  
DuPage Mayors and Managers Conference  
1220 Oak Brook Road  
Oak Brook IL 60523

### **Deadline**

All applications must be received no later than 5 p.m. January 26, 2018