

DUPAGE MAYORS AND MANAGERS CONFERENCE
POLICY ANALYST

The DuPage Mayors and Managers Conference (DMMC) is seeking to hire a full-time Policy Analyst. DMMC is the coalition of thirty-five cities and villages that promotes excellence in municipal government in DuPage County, Illinois, 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 applicable Conference committees and attends relevant 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. Salary \$55,000+ DOQ.

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

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

Contact Information

Send your resume, cover letter, three professional references, and three technical writing samples along with contact information and salary requirements to:

squintell@dmmc-cog.org

Mail:

Suzette Quintell, Executive 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. October 10, 2020.