



City of Peoria HUMAN RESOURCES

Title: Senior Policy Advisor for the Mayor

This is a fixed term benefitted position that provides advice to elected officials. The position is eligible for renewals each fiscal year, not to exceed a total of 36 months. Elected officials with whom this position serves make the final hiring decision.

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager in consultation with the Mayor.
Does not exercise supervision

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Public or Business Administration, Political Science, Communications or related field.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience with municipal and/or legislative research and analysis
- A proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents
- Masters degree in Public or Business Administration, Political Science, Communications or related field

JOB SUMMARY

The Senior Policy Advisor for the Mayor will lead Mayoral priority initiatives, make recommendations and develop action plans for meeting objectives. Serving as the Mayor's Office liaison in both internal and external capacities, the Senior Policy Advisor for the Mayor will direct the public information messaging of the Mayor's Office.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manage and oversee the Mayor's policy agenda and projects.
2	Provide ongoing leadership and project management, oversee progress on implementation.
3	Develop strategies to leverage Mayor's regional leadership position to the benefit of the City.
4	Work with Communications staff to effectively message Mayor's policy priorities, agenda items and accomplishments through all media venues.
5	Develop relationships with key policy makers, influencers and staff in regional government and non-governmental organizations and represent the Mayor when needed.
6	Develop and maintain positive working relationships with community organizations, residents, business community and non-profit organizations as representative of the Mayor's office.
7	Formulate advance planning of the Mayor's schedule and appearances and represent the Mayor's Office at key events as needed.
8	Monitor the progress of policy priorities through regional organizations and legislative process. Advise the Mayor on progress in policy areas and developing events.
9	Collaborate on problem solving of key issues as they arise.
10	Work through the City Manager and Executive Staff to stay abreast of issues important to the Mayor.
11	Maintain a flexible schedule and be available during emergency situations as needed.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Vehicle, computers, printers, copiers and related software, and calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.