

**INGHAM COUNTY
JOB DESCRIPTION**

POLICY ANALYST

General Summary: Under general supervision of the County Controller, carries out special projects as assigned including planning, evaluating and analyzing County departments/programs, procedures and areas related to the provision of County government services. Assists the Controller and Deputy Controller in their liaison roles to all County departments, offices or agencies which report to the various Board committees. Liaison responsibilities include: budgetary oversight, review, analysis and recommendations for action or needs of the departments. Will assist in developing and maintaining long-range County plans such as budgeting, capital projects, capital improvements, and long-term financing projects.

Essential Functions

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Assists in liaison responsibilities as assigned by:
 - a. Reviewing, analyzing and recommending action or needs of departments, offices and agencies to the Controller and appropriate boards and committees.
 - b. Overseeing and coordinating the budgetary requests of departments, offices and agencies.
 - c. Advising departments, offices and agencies of County approved policies and plans and assisting them in carrying them out.
 - d. Attending all meetings of the Law and Courts Committees and any other appropriate committee or outside board meetings necessary to fulfill liaison responsibilities.
2. Conducts and directs surveys and evaluations of departments/programs as requested by the Board, Controller or as otherwise deemed appropriate.
3. Evaluates and analyzes current County programs and future projects as assigned by the Deputy Controller, Controller, or Board of Commissioners. May also be assigned responsibility for implementation of said special projects.
4. Assists the Controller and his/her staff in developing a long-range County Plan for budgeting, capital projects, capital improvements, and long-term financing for special projects and programs.

Other Functions:

5. None listed.

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration or related field.

Experience: Five to seven years of more responsible related work experience in a business or governmental setting.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

The employee in this position will be required to visually perform research and analysis. Must be able to move about the department offices and travel to various departments. Must be able to operate electronic office equipment and use a standard voice telephone system.

Working Conditions:

Works in office conditions.

