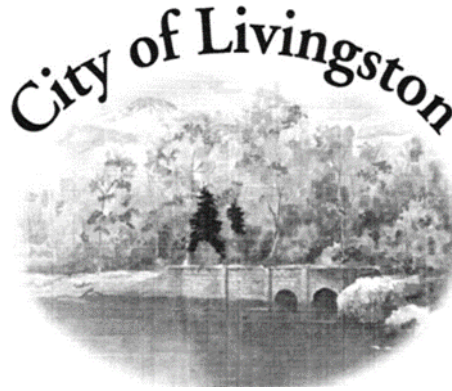


City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Melissa Nootz

Vice Chair
Karrie Kahle

Commissioners
Mel Friedman
Quentin Schwarz
Torrey Lyons

JOB DESCRIPTION

JOB TITLE: Policy Analyst

DATE LAST REVISED: 7/2/2023

DEPARTMENT: City Manager's Office

JOB SUMMARY

Under the general direction of the City Manager, performs a variety of routine and complex administrative, technical, and professional work. Assists the City Manager and senior staff with data collection, policy development and analysis, public communication, public workshops and programs of the City.

DUTIES AND RESPONSIBILITIES

Essential

- Prepares a variety of studies, reports, analysis, and other support for decision making purposes.
- Assists in the City's public engagement strategies including community outreach efforts, community visioning events, and other methods of public participation
- Conducts research, gathers information, and compiles information on specific topics.
- Develops and distributes informational materials to engage the Livingston community and broader public on key policy issues.
- Organizes files and records according to established procedures, and performs general filing of documents, communications and other information as directed.
- Assists other personnel on specific assignments as assigned or needed.
- Performs special projects for the City Manager and senior staff.
- Performs duties such as ordering supplies and materials, scheduling venues, organizing meetings and appointments.
- Interacts with the public in a variety of settings in a constructive, positive manner.
- Perform a variety of duties as assigned.

QUALIFICATIONS

Minimum

- Undergraduate degree in Business Administration, Public Administration, Planning, Economics or related field preferred but not required.
- Demonstrates enthusiasm, energy and interest in community engagement.
- Ability to analyze and recommend policies and procedures with strategic foresight.
- Effective communication, both in person and in writing
- Good customer and public relations and team work skills.
- Willingness to work select weeknights and weekends and to occasionally adjust hours to accommodate the needs of the job.