



**POSITION DESCRIPTION**

<b>JOB TITLE: Policy Development Assistant</b> Job Class: 0214		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Finance	<b>DIVISION</b> Legislative Policy Development
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>The purpose of this position is to assist the Legislative Policy Manager in communicating the legislative and public policy needs of Milwaukee Public Schools and the children whom the district serves.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Monitor and analyze legislative and administrative proposals that impact education in Milwaukee.
2. Assist in the development and implementation of aggressive legislative agendas for the federal, state and local levels of government.
3. Assist departments and schools in leveraging additional resources from other governmental entities.
4. Advocate the needs of Milwaukee Public Schools in front of various boards and commissions.
5. Communicate legislative developments to the Board in a timely manner.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

<p><b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Under the supervision of the Department of Finance, this position reports to the Legislative Policy Manager.</p>
<p><b>SUPERVISION EXERCISED:</b> (List the number and titles of personnel directly supervised. Specify the</p>

kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Assists the Legislative Policy Manager in supervising Interns.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Master's degree in Public Policy, Public Administration, Political Science, Business Administration or related field is preferred. Bachelor's degree is required.

**Experience Requirements**

Minimum of two years experience in policy planning, lobbying and policy analysis. Experience at either the state or federal levels of government is highly desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** 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 with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**