

**CUYAHOGA COUNTY ANNOUNCES  
THE FOLLOWING CAREER OPPORTUNITY**

**Job Title:** Senior Policy Advisor  
**Department:** County Council  
**Location:** 1219 Ontario Street  
Cleveland, OH 44113

**Pay Grade:** 18  
**Pay Range:** \$76,481.60 - \$91,790.40  
**Reports to:** Chief of Staff  
**Hours:** 8:30 AM to 4:30 PM  
Monday through Friday  
(May require some evening meetings)

**ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.**

**REQUIREMENTS:** Bachelor's degree in public administration or related field. Advanced degree in public administration and/or J.D. strongly preferred. Ten (10) years of experience in nonprofit and/or government positions with increasing responsibilities for policy analysis and strategic planning. Working knowledge of county operations and familiarity with Charter of Cuyahoga County. Excellent communication skills, both oral and written; strong project management and planning skills. Ability to communicate with Council, Executive staff and all constituencies in a way that promotes respect and collaboration. Must be able to work independently.

**RESPONSIBILITIES:**

- Provides strategic research, policy and legal analysis of various county programs, policies, and operations
- Advises Council in areas of public policy, county operations, communications, and planning
- Drafts reports, prepares talking points, letters and other written materials
- Communicates Council's positions to internal and external constituencies through written and oral communications
- Establishes and maintains good working relationships with Executive staff
- Develops and manages Council internship program
- Assists the Chief of Staff in all aspects of Council operations
- Performs other organizational and administrative duties as requested by the President of Council and/or the Chief of Staff

**APPLICATION PROCEDURE:** Submit a resume with a cover letter to the Office of County Council, Room 424, County Administration Building, 1219 Ontario Street, Cleveland, Ohio 44113. Please DO NOT FAX application and/or resume. Electronic materials may be sent to [countycouncilhr@cuyahogacounty.us](mailto:countycouncilhr@cuyahogacounty.us)

**Applications must be received by 4:30 p.m. on February 2, 2011**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Office of County Council.

**Equal Opportunity Employer – Smoke-Free and Drug-free Workplace.**

Posted: