POSITION POSTING
NATIONAL CONFERENCE OF STATE LEGISLATURES
DENVER OFFICE

JOB TITLE: Policy Specialist, Legislative Management Program

SALARY: $3,623+/month DOE, plus excellent benefits
100% Grant funded

GENERAL DESCRIPTION:
The Policy Specialist will work on NCSL’s elections team, a part of NCSL’s Legislative Management program and will be required to travel several times per year. A Policy Specialist requires skills in research, analysis, and program planning gained through progressively more complex and more in-depth work over several years. The work is performed independently within established program guidelines or project specifications; major work products are reviewed by more senior professionals or program managers/directors for quality, policy considerations, form, and substance. The Policy Specialist will develop expertise on elections-related technology and election administration. The work includes research, writing, speaking, maintaining internal and external documents and resources, developing connections with state legislators and legislative staff as well as meeting planning.

RESPONSIBILITIES AND EXPECTATIONS:

Research and Policy Analysis
1. Collects information from primary and secondary sources relating to elections technology and procedures and interprets it for a legislative audience.
2. May use surveys, interviews, focus groups or other methodologies to gather information.
3. Will have, or will develop, expertise in legislative activities, administrative practices, relevant case law or judicial interpretations, and intergovernmental relationships.

Writing and Information Dissemination
4. Writes frequently for NCSL’s magazine and website, using a reader-focused style.
5. Creates and maintains a dedicated section of NCSL’s website devoted to elections technology.
6. Provides oral presentations to state legislators and legislative staff, local election officials or election-related organizations.
7. Edits and reviews the written work of other professionals.

Meetings and Maintaining Legislative Connections
8. Develops and maintains effective relations with state legislators, legislative staff, technology...
vendors, local election officials and all others interested in elections technology.

9. Independently plans, organizes and conducts small state-based meetings between election officials and legislators and legislative staff.

10. In collaboration with others, plans a national meeting for Spring, 2015.

Organizational Support

11. Cross-trains with other members of the elections team on all professional responsibilities and subjects, such as campaign finance.

12. Assists NCSL in providing election coverage and analysis.

13. Develops and maintains internal resources on elections technology in an easily searchable manner.

14. Maintains relations with current funding agencies and negotiates with funders on project schedules and deliverables, under the direction of supervisor.

15. Identifies opportunities for new projects in assigned subject areas, develops concept papers, and writes grant applications.

16. Represents NCSL services and activities before other groups.

17. Performs other responsibilities as needed.

MINIMUM QUALIFICATIONS REQUIRED:
Bachelor's degree plus five years of relevant and progressive work experience in public policy. Up to three years of post-baccalaureate education (i.e. masters degree, advanced professional degree or doctoral degree) may be substituted for the required work experience. Knowledge of election administration, law and policy and state legislative experience preferred but not required.

Skill and competence in a wide range of research skills and tasks.
Skill and competence in a variety of written and oral communications.
Competence in working effectively with state legislators and legislative staff, and with a small team of co-workers.
Able to maintain confidentiality and handle politically sensitive work.
Flexible and organized so that multiple projects are managed with little supervision.

HOW TO APPLY: Send cover letter, resume and writing sample by October 9, 2013, to National Conference of State Legislatures Personnel/WU 7700 East First Place Denver, CO 80230 Email: hr@ncsl.org

NCSL IS AN EQUAL OPPORTUNITY EMPLOYER.