



Employment Opportunity

-- Policy Analyst/Advisor --

Organization Background:

The Wyoming County Commissioners Association (WCCA) is a 501(c)(6), non-partisan organization representing the twenty-three boards of county commissioners in Wyoming. The WCCA exists to strengthen Wyoming's counties and their elected leadership through a program of networking, education, and unified action. The WCCA is an active, dynamic association involved in nearly every policy of importance to the State of Wyoming and her citizens. The WCCA is looking to hire a Policy Analyst/Advisor to offer research and legislative support to the WCCA Executive Director and Wyoming's counties.

Position Summary:

The WCCA's Policy Analyst/Advisor position researches and analyzes information to provide potential policy solutions for a myriad of county issues. Some projects include assisting the WCCA's Executive Director to develop a more comprehensive understanding of a particular issue, while others directly assist counties with conducting applied research to answer specific questions. The duties of the position include, but are not limited to:

- Providing accurate analysis and thoughtful recommendations to the WCCA's Executive Director, county commissioners, other county officials, the legislature, state and federal officials, and other stakeholders.
- Developing educational materials and conducting informational sessions for county commissioners (and occasionally others).
- Researching and preparing regulatory comments on relevant issues that affect counties.
- Formulating testimony and supporting information for the WCCA's Executive Director and county commissioners.
- Representing the WCCA in legislative and administrative hearings as necessary.
- Serving as a liaison to state and federal agencies and working collaboratively with the WCCA's business partners and other stakeholders.
- Working with other WCCA staff members.
- Performing other tasks as directed by the Executive Director.

Candidate Qualifications:

Qualified candidates should –

- Be self-reliant, highly motivated, resourceful, proactive, and efficient while maintaining an approachable and professional presence.

- Have strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities.
- Have a firm knowledge of state legislative processes and local, state, and federal statutes, as well as effective communication methods.
- Have the interpersonal skills to build and maintain effective working relationships with commissioners, legislators, agency staff, and other stakeholders.
- Display excellent written and verbal communication skills, including technical writing, legal research, and the ability to distill complicated legal and regulatory language into accessible forms.
- Be willing to travel and stay overnight.
- Pass a background check and submit to random drug testing.

This position is based in Cheyenne and the salary range is \$60,000 to \$90,000. The position title and starting salary will be established by the WCCA's Executive Director based on the successful applicants experience and qualifications. Benefits include medical, dental and vision insurance, a medical flexible spending account, a generous leave package, and participation in the Wyoming state retirement system.

Instructions:

No later than June 27, 2022, qualified candidates should submit a cover letter, resume, at least three references, and a writing sample to:

Jerimiah Rieman, Executive Director
Wyoming County Commissioners Association
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