

AMANS Position – Policy Analyst

The Association of Municipal Administrators Nova Scotia is a professional association dedicated to excellence in municipal administration. It provides professional development opportunities and a venue for appointed municipal government officials across Nova Scotia to share resources and collaborate on issues of interest to municipalities.

AMANS has a mandate to continue to improve the professionalism of people working in municipal government. AMANS is a not-for-profit organization which provides a broad range of membership services to over 300 members. It is an active organization, with an array of ongoing projects and initiatives.

Direct Reporting Relationship: Executive Director

Position Purpose / Objective: The Policy Analyst is responsible for providing sound research, analysis, development and writing of policy in the best interest of local government in Nova Scotia. In addition, this position manages projects, coordinates and supports committees, and supports the activities and programs of AMANS.

Functions	How	Why	Decisions Made by the Position	% Spent on Function
Undertakes research on policy issues impacting municipal government	<ul style="list-style-type: none"> Conducting relevant jurisdictional scans Collection and analysis of relevant data 	To help meet the AMANS Strategic Goal to provide strategic leadership on key municipal policy issues impacting members	Decision regarding methods of research and presentation of data collected	25%
Writing and presentation of Policy Papers and Briefing notes	<ul style="list-style-type: none"> Using data gather through research phase Using various means articulate the results of research through presentation 	To facilitate evidenced-base decision making on policy issues that impact local government		25%
Support the work of Committees, such as <ul style="list-style-type: none"> Education Committee Board of Directors 	<ul style="list-style-type: none"> By providing logistical support for committee meetings Working with Executive Director to 	<p>To help ensure meetings are meaningful and well organized.</p> <p>To provide resources to enable Committees of the</p>	Decisions related to facility, catering, timing, set up Decision around agenda development	25%

<ul style="list-style-type: none"> • Joint Fire Services Committee • Communications Committee • Gas Tax Funding Formula Review Committee • Others as required. 	<p>develop agendas and supporting materials</p> <ul style="list-style-type: none"> • Meeting notices and communication to the committee • Obtaining meeting space, catering • By recording minutes and action items 	<p>AMA to fulfill their mandate</p> <p>To ensure appropriate records of meetings are kept and to ensure follow-up on decisions and action items.</p>		
<p>Assists with Projects of the AMA</p>	<ul style="list-style-type: none"> • Salary Survey • Records Management • Municipal Website Venture • Managing List Serve 	<p>To provide resources to members to assist them in doing their jobs</p> <p>Provide administration for the Municipal Website Management Project – by ensuring contracts are signed and renewals are sent. Preparing proposals for interested parties.</p> <p>For the Salary survey – issuing survey and collecting data. Putting data in useful format and distributing final product to CAO’s</p>		<p>10%</p>
<p>Provide support to the Municipal Management Modules Program</p>	<ul style="list-style-type: none"> • Development of workbooks • PowerPoint presentations 	<p>To help meet strategic goal to ensure provision of superior educational</p>		<p>10%</p>

	<ul style="list-style-type: none"> Logistics (supporting Manger of Wellness and Professional Development Programs) 	programming that supports strong local government		
Maintains the AMA website as a useful resource to members	<ul style="list-style-type: none"> Ensuring that the information on the website is up-to-date Maintaining the website: writing and adding content, adding new pages Recommending changes to the website to the Executive Director Managing the Twitter feed for the AMA website 	To provide a useful resource to members through the AMA website	Decisions regarding website content Decisions regarding layout and design	5%

Qualifications

Education / Experience

- You possess a university/college degree/diploma in a related area (e.g., Public Administration, Business Administration, Law, Social Sciences, Economics, etc.) from a recognized institution.

Knowledge/Skills/Abilities

- Conceptual thinking
- Strategic orientation,
- Outcome focus
- Initiative
- Effective interactive communication
- Partnerships and relationship building
- Work independently
- Balance multiple projects, meet deadlines and achieve objectives

Demonstrated

- Experience in a policy development role
- Experience in project management
- Knowledge of local government issues
- Possess exceptional verbal and written communication skills,
- Ability to establish productive relationships with representatives of non-governmental and governmental organizations
- Analytical and research skills
- Experience working with volunteers, committees and boards
- Computer skills in Microsoft Office suite and website content management software an asset
- Experience working in a not-for-profit or municipal government an asset

Relationships / Contacts

Primary Internal Contacts

- AMANS Executive Director and other staff
- Staff of the Nova Scotia Federation of Municipalities

Primary External Contacts

- Employees of Municipalities (AMANS members)
- AMA Board of Directors
- AMA Committees
- Staff of Provincial Departments, primarily Department of Municipal Affairs and Housing
- Occasionally elected officials of municipal units

Working Conditions

- Monday to Friday 8:30 AM – 4:30 PM (including one hour for lunch for a total of 35 hours per week).
- Some travel throughout the province required.
- Attendance at annual spring and fall conference will require being away from home for up to four days at a time.
- Occasional travel to meetings within Nova Scotia.
- Occasional overtime may be required to address workload peaks.
- Straight time in lieu of overtime with authorization of Executive Director.
- Physical demands would be minimal with the exception of extended periods spent at a personal computer or workstation.

Salary and Benefits

- **Salary Range:** \$65,000 - \$78,000
- **Benefits:** Employer pays 50% of premium for medical and dental benefits. Employer pays 100% of EAP
- **Vacation:** Three (3) weeks' vacation as per vacation policy