



## **Legislative Analyst**

Posting Date: 2/23/2018

The Legislative Analyst is responsible for tracking and reviewing legislative and budget proposals; identifying and summarizing research documents; preparing agendas for and participating as a resource in CBHDA legislative and policy committee meetings; writing letters and articles concerning proposed legislation; providing assistance on scheduling and agenda management in a fast-paced environment and taking the initiative to dive in to find a path to success in the face of competing demands.

### **Requirements:**

An ideal candidate will possess experience with and knowledge of legislative research; county government functions and operations; the legislative process and its relationship to county government; and applicable local, state, and federal laws and regulations. Strong writing skills are highly desirable. Knowledge of mental health and substance use disorder policy that impacts county operations preferred.

Qualified candidates must possess a Bachelor's Degree and three years of experience working with the State Legislature or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **Salary:**

Dependent on qualifications; CBHDA offers a competitive and full benefits package.

### **How to Apply:**

Candidates are asked to submit a cover letter and resume by March 7, 2018 to Kelsey Nolan, CBHDA Director of Finance and Operations at [knolan@cbhda.org](mailto:knolan@cbhda.org)