AMC Public Safety Policy Analyst (Lobbyist)

Are you interested in public service and making a difference in communities across the state of Minnesota? Does the idea of supporting counties—the most effective and least polarized layer of government—appealing to you? Do you value advocacy work, collaboration, digging into nuanced public policy issues, and being responsible for forwarding legislative solutions to better county governance and outcomes for all Minnesotans? Then join our team at the Association of Minnesota Counties!

AMC is seeking a Public Safety Policy Analyst to help support our government relations work and promote our legislative priorities and platform at the Minnesota Legislature. As non-partisan, non-profit organization, AMC promotes quality county governance through legislative advocacy, education and training, and research and best practices for all 87 Minnesota counties. Our work is guided by our Core Values: Leading the Way, Meeting Members’ Needs, and Stronger Together. We offer competitive pay and benefits, a positive work environment with great people, and hybrid work options.

Intrigued? Read on for more details about the role and application process.

POSITION OVERVIEW
Position will manage the Association’s public safety policy portfolio and will serve as the lead staff person responsible for the AMC Public Safety Policy Committee.

- The position will serve on a team of nine AMC policy analysts and report to the AMC Government Relations Manager.
- Position also serves as the Legislative Director for the Minnesota Association of Community Corrections Act Counties (MACCAC) and works in partnership with the MACCAC Program Manager to assist the affiliate with all legislative and other association-related duties.
- Position provides legislative support to the Association of Minnesota Emergency Managers (AMEM).
- Position requirements are flexible and dynamic and will change to reflect current needs and conditions with AMC, MACCAC, and AMEM.
- Position will require abnormal and extended hours during peak hours of the legislative session, AMC’s membership conferences, as well as district meetings and special events.
QUALIFICATIONS

• Bachelor’s degree plus a minimum of two years’ experience in local government, public policy, or government relations/lobbying. Two additional years of relevant experience may be substituted for a bachelor’s degree.

• Education or experience related to corrections/probation, public safety, or related field is preferred, but not required. Most importantly, a qualified candidate should display an interest in growing a public policy portfolio through learning and hands-on work.

• A valid Minnesota driver’s license required. Ability to travel independently by car throughout Minnesota is required. Overnight travel is required occasionally.

In addition, a successful applicant will be able to demonstrate the following attributes:

• Have a willingness to dig into complex and, at times, controversial policy issues with an interest in hearing different perspectives and trying to forge a collaborative solution.

• Have an interest in working with both political parties and association members from urban, suburban, and rural Minnesota.

• Be willing to be present and work nontraditional hours during legislative session and travel around the State to interact with membership and learn more about county operations and policies.

• Have strong oral and written communication skills, be creative and possess the ability to work with and adapt to all kinds of people. Research experience helpful.

• Being a team player and willing to assist other team members when needed.

• Be proficient with technology including, but not limited to, Microsoft Office and Zoom.

EXAMPLES OF JOB DUTIES

• Manage and coordinate the Association’s public safety policy portfolio through collaboration with county affiliate groups and the AMC Public Safety Policy Committee, composed of elected county commissioners and staff from throughout the State.

• Conduct research and analysis on a variety of topics related to public safety, community corrections/probation, emergency management services, justice systems, and more while also responding to membership requests and inquiries.

• Represent the Association of Minnesota Counties (AMC), Minnesota Association of Community Corrections Act Counties (MACCAC), and Association of Minnesota Emergency Managers (AMEM) at the capitol and register with the State Ethical Practices Board as a lobbyist for AMC, AMEM, and MACCAC.

• Monitor legislation for any possible impact upon the operations of county government as it relates to public safety policy, community supervision/probation, and emergency management services.
• Engage with legislators, legislative staff, and Revisor’s Office to assist in drafting legislation and amendments.

• When necessary, provide testimony at the Legislature on important legislative initiatives and in response to legislation that may negatively impact county operations, services, and/or members.

• Assist in identifying county testifiers and writing testimony/remarks for hearings, legislative meetings, and press engagements.

• Maintain cooperation with other professional societies, associations, and state agencies on policy issues and legislative programs of joint interest.

• Participate in AMC membership communications, which includes but is not limited to, press releases, weekly legislative updates, membership Zoom updates, articles, presentations, and reports.

• Serve as public speaker for the Association and county government.

• Help create and manage relevant program content at AMC, MACCAC, and AMEM conferences.

• Perform other duties if necessary or requested.

AMC offers competitive benefits and a positive working environment. Starting salary dependent on qualifications but expected to be between $70,000-$85,000. This position is based in St. Paul, Minnesota.

Applications will be accepted until the position is filled, but the first screening of applications will occur on January 24, 2024.

Submit resume, letter of application and salary requirement to amc@mncounties.org.

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