



## POLICY ANALYST

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### **About the Council for Quality Growth**

The Council for Quality Growth is a 36-year-old trade association representing the growth and development industry with the mission of promoting balanced and responsible growth in metro Atlanta and Georgia. We bring the development community and policy makers together as we focus on long-range community planning, encouraging adequate government services, catalyzing consensus on growth issues and convening discussion on responsible development.

### **Nature of Work**

Professional level policy and government relations work related to the promotion of balanced and responsible growth. The Policy Analyst work involves responsibility for performing tasks of moderate to high difficulty in the areas of infrastructure, regulatory and planning policy and industry representation.

### **Examples of Work**

- Gathers, analyzes, and interprets information related to infrastructure planning, legislative initiatives, regulatory issues, land use, transportation, and environmental planning policies. Sample topic areas include zoning, permit procedures, water and sewer capacity, land use, greenspace, local development regulations and Georgia General Assembly activity.
- Manages and tracks the public meetings of local governments to identify and analyze issues impacting quality development and growth in a particular city or county.
- Attends, participates, and reports on a variety of public meetings and citizen advisory activities. Examples include: Board of Commissioners, Planning Commission, Development Advisory committees, and Georgia General Assembly activities.
- Prepares and delivers reports, writes white papers, and coordinates committee meetings on a variety of issues related to government affairs, planning and development, transportation, public utilities, and environmental planning.
- Assists with preparation of communications for weekly newsletter and other platforms on time sensitive issues.
- Assists with facilitating discussions with elected officials and membership through the Council's nine monthly Advisory Committees meetings.
- Represents growth industry interests to the public via speaking engagements, public meeting testimony, and other community activities.
- Maintains strategic contact database.
- Works under the Senior Policy Analyst and with Council Board and membership as required. Performs other duties as assigned.

### **Knowledge, Abilities and Skills Required**

- In-depth knowledge of state and local laws and regulations related to growth and development.
- Proficient in all MS Office Suite, Adobe, contact management systems and social media.
- Skilled in establishing priorities and ability to work independently with general instruction.
- Strong verbal, written, and interpersonal communication skills so to comfortably interface with local, regional, and national policy makers, as well as corporate executives and community leaders.
- Ability to establish and maintain effective working relationships with Council membership, local, regional, and state government, planning organizations, business organizations, and strategic industry associations.
- Detail-oriented team player willing to work in a small, interconnected office environment maintaining a positive and constructive attitude.

### **Education and Experience Requirements**

Graduation from a four-year college or university with major course work in public policy, land use planning, real estate, government affairs or business is required. Prior experience in real estate development, government and regulatory affairs, city and regional planning, or engineering is preferred.

**Compensation:** Negotiable-based on experience

**Contact:** Email resume to Joseph Santoro, Senior Policy Analyst at [js@councilforqualitygrowth.org](mailto:js@councilforqualitygrowth.org)  
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