

At the State of North Dakota, our mission is to empower people, improve lives and inspire success. To achieve this mission, the State of North Dakota has over 70 state agencies which, along with the ND University System, employ approximately 15,000 team members. Our talented workforce is committed to providing exceptional services to the citizens of North Dakota. We make a difference, whether working to keep citizens safe, supporting the vulnerable, educating our future leaders, serving as responsible stewards of our resources, assisting with public policy and everything in between!

Policy Advisor – Office of the Governor

Summary:

Serves as a strategic advisor to the Governor, Lt. Governor, policy and executive team to help develop and implement the administration's policy agenda, by building relationships and coalitions, conducting major policy reviews (as a project leader, on her/his own, or as a member of a team), making recommendations on policy issues, and addressing stakeholder comments and inquiries on policy, within the assigned sectors.

Responsibilities include:

- Undertakes policy and legislative reviews and analyses within the assigned sector; anticipates and identifies emerging issues, trends and challenges; provides policy advice, including options and recommendations for resolution of issues and challenges.
- Prepares briefing notes, background documents, and briefs the Governor, Lt. Governor and executive team.
- Manages initiatives with agencies and other branches as necessary to implement government policy in the form of new or revised legislation and administrative systems.
- Meets, consults and corresponds with other government officials, industry representatives and the general public to explain and receive comment on policy proposals and existing government policies.
- Works closely with stakeholders in drafting legislation and assists in the implementation of policy decisions through changes to administrative systems, interpreting legislation, and explaining policy decisions.

Key Qualifications:

- Bachelor's Degree
- Minimum of two (2) years of policy experience.
- Highly effective communication and collaboration skills.
- Strong financial acumen.
- Knowledge of the legislative process and government operations is desirable.