

# THE CENTER FOR COMMUNITY SOLUTIONS

## POSITION DESCRIPTION

January 2007

Position Title: Policy and Planning Associate - Tax and Budget Policy

Reports to: Director I or II or Executive Director

Classification: Exempt

General statement of responsibilities: Provides professional research, analysis, and project organization and support with only general guidance and supervision.

Essential job tasks include: using computers; writing; collection and analysis of data, trends, and ideas; planning; problem solving utilizing independent judgment and discretion; building relationships with members of community, professionals, and decision makers; influencing opinions through verbal and written communications.

Essential competencies include: teamwork; versatility; attention to detail; project planning; collection of data and data entry; proofreading; analysis of data and ideas; general and technical writing; public speaking; building rapport with others; statistics; knowledge of state tax and budget issues, policy, and politics; knowledge and proficient use of Windows Office and GroupWise software applications; ability to perform several tasks concurrently.

Essential job responsibilities and results:

- Develops elements of project scope and plans through research, analysis, and collaboration with internal and external colleagues and organizations.
- Defines, recommends, and acts upon local and state tax and budget issues through analysis of data and ideas, planning, organizing action among interested parties, measurement of results, and evaluation.
- Prepares guidelines, position statements, reports, and briefings on state and local tax and fiscal policy issues, and health and social issues.
- Writes articles and reports for publication.
- Maintains contacts with organizations and individuals essential to assessing the scope of an issue or program, particularly state and local public finance officials and other organizations focused on state tax and budget policy.
- Serves as a member of one or more project or core competency teams.
- Assists in providing staff support for Board and volunteer committees.
- Other duties as assigned.

Qualifications: Combination of education and experience normally represented by a Bachelor's Degree in a health-related, social sciences, political science or public administration field, plus at least two years of experience in a similar position. Masters degree is preferred. Good writing and verbal skills are required. Must be proficient in use of a personal computer, including the following software programs: Windows Word, Excel, and PowerPoint, and GroupWise email and electronic scheduling. For research-related positions, basic skills in Statistical Program for the Social Sciences (SPSS), Statistical Analysis System (SAS), and Arc GIS.

Grade 42

Range: \$35,000 to \$65,000

**Availability**

Immediately

**Send Resume to:**

Director, Public Policy and Advocacy  
The Center for Community Solutions  
1226 Huron Road, Suite 300  
Cleveland, OH, 44115

*The Center for Community Solutions offers a competitive benefits package, including holidays and vacation; 401K with employer match; health, disability, and life insurance. Community Solutions is an Equal Opportunity Employer.*