

Job Title: Legislative Policy Analyst

Location: Albany, NY (Hybrid Work Environment)

Organization: New York State Association of Counties (NYSAC)

Reports To: Director of Human Resources and Legislative Director

Salary Range: \$55,000 to commensurate with experience

About NYSAC

The New York State Association of Counties is a non-partisan organization representing New York's county governments and their elected and appointed officials. We advocate at the state and federal levels to ensure that local governments have the resources, tools, and policies they need to best serve their communities.

Position Summary

NYSAC seeks a highly motivated **Legislative Policy Analyst** to support advocacy efforts by tracking, analyzing, and responding to state and local policy developments affecting county governments. This role is ideal for a policy-minded professional with knowledge of New York State and local government, strong writing and research skills, and the ability to work quickly during the legislative session.

Working closely with NYSAC's legislative team, the Analyst will research and monitor assigned issue areas, assess county impacts, support legislative strategy, respond to member inquiries, and help communicate policy developments to county officials.

The ideal candidate is proactive, resourceful, detail-oriented, and comfortable managing multiple priorities in a fast-paced environment.

Key Responsibilities

Monitor legislation, committee agendas, floor calendars, and regulations affecting county governments; identify issues requiring analysis, response, or advocacy.

- Analyze bills and amendments to assess county impacts, implementation issues, and policy risks.
- Prepare policy memos, legislative updates, issue briefs, testimony, resolutions, talking points, and background materials.
- Respond to time-sensitive legislative and policy issues, including same-day analysis and member communications.
- Attend hearings, briefings, and meetings; summarize relevant developments for staff and members.
- Coordinate with county leaders on legislative concerns, priorities, and inquiries in assigned issue areas.
- Support legislative advocacy events, webinars, workshops, podcasts, and presentations for county officials.
- Collaborate with the legislative team to identify emerging issues, develop responses, track follow-ups, and support working groups or committees.

- Build and maintain stakeholder relationships to inform and advance NYSAC's legislative priorities.
- Contribute to newsletters, blogs, reports, social media, and other member communications as needed.
- Maintain legislative records, issue histories, and reference materials; some travel required.

Qualifications

- Bachelor's degree in Public Administration, Political Science, Public Policy, Government Affairs, or a related field.
- 3+ years of experience in a legislative, governmental, or policy-oriented role; New York State or local government experience preferred.
- Strong knowledge of the New York State legislative process and state/local government structures.
- Excellent written and verbal communication skills, including the ability to synthesize complex issues for varied audiences.
- Strong organizational skills, attention to detail, and ability to manage multiple projects and deadlines.
- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.
- Flexibility to work occasional evening or weekend hours during legislative session.
- Commitment to public service and supporting county governments across New York State.

Preferred Qualifications

- Experience with a county, state agency, or legislative office in New York.
- Knowledge of policy areas relevant to county government.
- Ability to learn new policy areas quickly, take initiative, and manage competing deadlines with minimal supervision.
- Familiarity with legislative tracking tools and systems, including StateWatch and LRS.
- Public speaking, advocacy, stakeholder engagement, or consensus-building experience.

To Apply

Please submit a resume, cover letter, and a brief writing sample to kcatalfamo@nysac.org with the subject line **Legislative Policy Analyst Application**. Applications will be reviewed on a rolling basis until the position is filled.