



EMPLOYMENT OPPORTUNITY – Policy Specialist

Salary Range: \$72,050-90,000/year

Status: Full-Time Permanent

Location: Lacey, WA

Date Open: October 14, 2024

Date Closed: Open until filled

First review of applications:
November 11, 2024

Position Summary

The Policy Specialist will be involved in all aspects of policy development, research, advocacy, and implementation on behalf of the association. The Policy Specialist will report to the Policy Director. The Policy Specialist is not a management position and will work under minimal supervision.

This position will hold standard office hours year-round, except during the legislative session where evening and/or weekend work may be required. Occasional travel is required.

This position may be assigned additional projects dependent on capacity.

Principal Responsibilities

- Identify, research, track, and analyze a variety of public safety and law enforcement topics such as policing, incarceration, mental health, substance use, traffic safety, etc.
- Communicate with sheriffs, police chiefs, and their respective command staffs, legislative staff, and advocacy groups. Lobbying the Legislature will not be a primary duty of this position, but may occur from time to time
- Assist in the development and implementation of the WASPC legislative agenda
- Monitor, track, and respond to legislation affecting public safety or law enforcement
- Prepare daily bill tracking sheet
- Identify and analyze legislation relating to public safety and law enforcement, and any amendments proposed thereto
- Coordinate and facilitate estimated financial impacts of proposed legislation on local law enforcement agencies and/or WASPC
- With delegated authority, collaborate with community groups, social service agencies, law enforcement stakeholders, and/or community groups

- Assist in interpreting regulations and policies to staff and outside agencies
 - Represent WASPC at business meetings, conferences, seminars, task forces, and on committees as directed by the Policy Director
 - Perform a variety of related duties not listed, to be determined and assigned as needed
 - Perform all duties in compliance with WASPC policies and procedures
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Knowledge and Abilities

- Demonstrated research, analytical, and problem solving abilities
 - Experience with project and/or program management
 - Skills in communicating effectively across a broad spectrum of personnel/managerial levels within WASPC and elsewhere throughout government and the private sector
 - Excellent written, verbal and interpersonal communication skills
 - Skillful in meeting facilitation, negotiation and conflict resolution
 - Attention to detail and follow through are essential
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Desired Qualifications

- Unparalleled integrity, a driving desire to improve the common good, and a work ethic capable of enduring the legislative and political environment from a law enforcement perspective
 - Hold a degree in criminal justice, public administration, or other related field (Experience may be substituted for education)
 - Ability to understand complex legal and policy issues and communicate them in an understandable manner
 - Direct experience in the legislative process
 - Experience working with community groups and/or law enforcement
 - General proficiency with MS Office products
 - Must be willing to travel within the State of Washington
 - Must maintain a valid Washington State Driver License
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Compensation

Monthly compensation is \$72,050-90,000/year depending on qualifications. Extraordinarily qualified candidates may merit compensation beyond the established range.

WASPC employees receive a benefit package, which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

Organizational Statement

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace. Random drug testing is a condition of continued employment.

Application Procedure

Please submit the following items to employment@waspc.org:

1. A letter of interest addressing the above list of responsibilities and qualifications. Include an explanation of why you are interested in the position.
 2. A current resume listing employers and dates of employment.
 3. Three professional references with current telephone numbers.
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About WASPC

The Washington Association of Sheriffs & Police Chiefs is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide.

Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.