

## SENIOR ADVISOR

**Salary Range: \$57 - \$73/hour**

Senior Advisors are routinely assigned to roles in with responsibility for effective and competent delivery of complex functional operations and compliance objectives.

This is an advanced-journey level professional class, providing both professional and technical expertise to the entire sequence of complex tasks needed to complete operations in a wide variety of functional areas. Senior Advisors work independently or lead a variety of small and ever-changing teams. The Senior Advisor must effectively develop and implement processes; review and assess organizational issues; identify causes; recommend and implement solutions. Senior Advisors are expected to regularly perform duties which require the use of discretion and independent judgement with respect to matters of significance.

A Senior Advisor is distinguished from the Advisor by the responsibility for coordination and correctness of an entire set of tasks and workflows to deliver an appropriate operational outcome.

### **Senior Advisors are expected to:**

- Understand and promote the work of Regional Government Services in cooperation with partner agencies.
- Be an expert in the body of knowledge and relevant regulation, as well as standard approaches and methodologies of their specific profession or industry.
- Adapt to assignment-specific variations in roles, teams and tools to deliver workflows.
- Be flexible and communicative in prioritizing a variety of assignments.
- Work effectively with a team, providing scope and objectives as well as direction, training, coaching and course correction as needed.
- Coordinate and execute assigned projects, including reports and presentations.
- Be comfortable working in a remote/virtual environment utilizing a variety of information technology resources and platforms.
- Have a mutually agreeable flexible work schedule which meets the work demands.
- Uphold the highest ethical standards and build positive professional relationships.
- May be tasked with developing standardized models or processes related to programs and services.
- May be tasked with monitoring and analyze the effectiveness of programs, tools, and procedures; and making recommendations for improvement.

### **Knowledge of:**

- Principles, methods and practices of public administration and local government.
- Expert level of knowledge on one or more focused disciplines.
- Research techniques, methods, and procedures.
- Principles and techniques of systems and procedures analysis.
- Applicable federal, state, and local laws, rules, and regulations regarding local government operations.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform responsible and complex project activities with accuracy, speed, and initiative.
- Work independently and exercise sound judgement on behalf of department heads.
- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions and projections.
- Analyze, interpret, and report research/analytical findings in clear, complete, and logical form.
- Present ideas concisely and effectively, orally and in writing.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Work with others while fostering effective team interaction to ensure teamwork is conducted smoothly.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Competencies:**

- **Adaptability/Flexibility:** Responds effectively to multiple demands, ambiguity, shifting of priorities, emerging situations, and rapid change.
- **Collaboration:** Fosters team communication and dialogue, identifies opportunities to build consensus for team options, decisions, and outcomes.
- **Customer Service:** Modifies attitude, behaviors, and verbal skills to effectively interact with team members and clients.
- **Decision Making:** Anticipates and seeks an understanding of the impact and implications of decisions on planned outcome or results.
- **Initiative:** Identifies and takes appropriate action to address problems concerns of team members and clients.
- **Problem Solving:** Proactively finds solutions to difficult or complex issues.
- **Results Orientation/Execution:** Translates objectives into action plans, including identifying task interdependencies.
- **Teamwork:** Encourages cooperation, collaboration, and partnerships.

**Qualifications:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and competencies is qualifying. During the selection process, RGS may conduct an assessment exam to evaluate areas of qualifications.

**Physical Demands:**

Ability to use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.