



SUPERVISOR

WENDY ROOT ASKEW

Proudly Serving Monterey County's Fourth District



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Position Announcement: Board of Supervisors Policy Analyst

Status: Full-time, Exempt, At-will

Location: Monterey County – primarily based in the Marina office, with community-based work throughout District 4

Salary Range: \$88,008 – 120,205 annually

Modality: In-person, with eligibility for remote flexibility to be determined by the Office.

Reports to: Chief of Staff

The Office of Monterey County Supervisor Wendy Root Askew represents the residents of Monterey County's Fourth District. We are a **small, high-performing team** that operates with urgency and purpose, advancing policies that make Monterey County more equitable, sustainable, and connected. Our work is guided by Supervisor Askew's **strategic priorities: Access to Health, Climate Impact & Environmental Justice, Effective Governance, Housing, Identity Building & Place Making, and Joyful & Resilient Communities.**

The **Policy Analyst is a management level position**, reporting to the Chief of Staff. The role **requires strategic thinking, independent judgment, empathy, and strong organizational and communication skills.** As a trusted advisor to the Supervisor, the Policy Analyst **must be curious across all areas of County government** and eager to conduct research, synthesizes information, and prepare actionable recommendations in any assigned topical area.

The Policy Analyst will serve as the office's **lead communications strategist and visual storyteller**, managing and implementing a multifaceted and intentional community engagement program. This includes developing content at a consistent cadence, communicating in real time on emerging issues, and drafting materials that reflect the Supervisor's voice across platforms. The Analyst will be **assigned to manage additional projects and initiatives**, which requires outlining timelines, tracking progress, coordinating across departments, and inspiring action from people not under their direct authority. The Analyst **leads in the provision constituent services** for complex and/or sensitive cases—helping residents navigate County systems, connecting them to resources, and ensuring concerns are addressed with compassion and urgency. The Analyst must navigate these interactions with empathy, emotional maturity, steady judgment, and appropriate boundaries.

Ideal Candidate

The ideal candidate is someone who **thrives in a fast-paced, values-driven environment** and brings both strategic insight and operational discipline to their work. They are:

- **Strategic, self-directed, and outcome-focused**, anticipating needs, proposing solutions, and ensuring daily work advances larger District goals.
- A **quick learner** with strong analytical instincts, able to absorb complex information and translate it into practical, community-focused action.
- **A skilled, intentional communicator and visual storyteller**, with excellence in writing, editing, design judgment, and tailoring messages for diverse audiences and platforms.
- **Exceptionally organized and disciplined**, managing shared tools, deadlines, and competing priorities with clarity, consistency, and follow-through.
- **Steady under urgency and able to lead with intent**, converting fast-moving direction into prioritized next steps and offering proactive recommendations.
- An **active listener and diplomatic truth-teller**, able to raise concerns, identify blind spots, and navigate differences with tact and professionalism.
- **Emotionally mature, values-driven, and collaborative**, practicing cultural humility and representing District 4 with authenticity, respect, and accountability.

Core Responsibilities

- **Lead the office's communications and community engagement program**, connecting District 4's policy work with the people and places it impacts. Develop and produce newsletters, direct mail, press releases, social media content, and event collateral; maintain a dynamic online presence; ensure all communications reflect District 4's mission, values, and voice.
- **Provide responsive, compassionate constituent services**, including cases involving community members experiencing frustration or crisis. Use active listening, steady judgment, and professionalism while maintaining appropriate boundaries.
- **Conduct in-depth policy analysis and produce actionable deliverables**, including research summaries, briefing memos, talking points, and issue recommendations that distill complex information into clear, strategic guidance for Supervisor decision-making.
- **Plan and project manage community engagement events and district initiatives**, including recurring programs such as Wednesdays with Wendy; ensure they are well-organized, accessible, and aligned with District 4's priorities and messaging.
- **Represent the office in meetings and coalitions**, cultivating productive partnerships with community organizations, County departments, and regional agencies; support collaborative problem-solving and consensus-building.
- **Provide consistent, proactive communication to the Supervisor and Chief of Staff**, including timely updates on progress, next steps, emerging issues, barriers, and risks.

- **Exercise discretion and maintain confidentiality** in all aspects of work, including policy matters and constituent concerns.
- **Ensure strong internal coordination and administrative follow-through**, maintaining organized systems, clear documentation, and shared tools that support team efficiency and communication flow.

Minimum Qualifications

- 3+ years of professional experience in policy analysis, communications, public affairs, community engagement, or event planning/coordination.
- Strong organizational and project management skills, including experience managing events, campaigns, or public engagement initiatives.
- Demonstrated excellence in writing, editing, and public communication.
- Experience with multimedia communications, design, and content planning.
- Proficiency with Microsoft Office, Teams, Canva, and other collaborative tools.
- Strong desire to work with or on behalf of diverse communities and the ability to practice cultural humility.
- Demonstrated ability to maintain confidentiality with sensitive information.
- Reliable transportation and ability to travel throughout Monterey County.
- Willingness to work some evenings and weekends as agreed upon.

Desired Qualifications

- Experience in local or regional government or community-based organizations.
- Knowledge of Monterey County issues and stakeholder landscape.
- Bilingual English/Spanish

Follow [this link](#) to view the full class specifications for position 14H02

Salary & Benefits

Salary Range: \$88,008 – 120,205 annually

The County of Monterey offers an excellent benefits package. Please visit the HR website or click on the following link to view the benefits package: [Unit ZX Benefit Summary Sheet](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing.

To Apply

Submit a résumé, cover letter, one writing sample (≤ five pages total) demonstrating analytical ability and communication skill, and two design samples demonstrating visual storytelling ability to andersony@countyofmonterey.gov with subject line: **Policy Analyst Application – [Your Name]** by the priority screening date of **Sunday, December 14, 2025**.

Complete materials received by the priority screening date will be given first consideration and review. The recruitment for the Board of Supervisors Policy Analyst will remain open until the position is filled.