

Policy Manager

The Policy Manager will act as a point of contact between department heads, employees and stakeholders engaged in the development, maintenance and updating of departmental and Authority Policy and Procedures. This role will provide training support and guidance on Rapid Results projects at the Authority. The Policy Manager must be able to lead and direct the work of others, as well as provide guidance and support to senior Authority staff. Includes leadership of the Secretary of State's Record Retention Program across all Authority departments. This individual is expected to fulfill the responsibilities of the position with a high degree of initiative and independence.

Education and Experience Requirements:

Bachelor's Degree is required. Preferably in Communications, Project Management or Public Administration/Business related field; MBA or other advanced degree desired. Minimum three years experience in project/program management and current experience leading teams of professional staff. Experience evaluating, designing and writing policies/procedures. Excellent written and oral presentation skills required. Knowledge and proficiency of Microsoft Word, Excel, PowerPoint, Visio is required. Business process improvement experience strongly desired. Lean Six Sigma experience desired.

Excellent benefits package, including 401(k); immediate vesting.

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=214951&lang=en_US&source=CC2&cclId=19000101_000001

EOE