



COLORADO
MUNICIPAL
LEAGUE

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1144 Sherman St., Denver, CO 80203 

Colorado Municipal League Job Description

Position Title: Municipal Research Analyst

Reports to: Engagement and Communications Manager

Position Summary: Design and conduct research and surveys, analyze, and disseminate information in reports and other materials for the benefit of member municipalities. Collaborate with staff, municipal members, and external organizations to develop and implement a research and publications agenda. Identify ways to provide visual representations of data to members.

Essential Duties and Responsibilities:

Advocacy

- Coordinate the CML municipal research efforts. Organize and prioritize research activities.
- Provide municipal membership with comparative and explanatory data on municipal areas of interest.
- Design and conduct surveys, research and analysis to support in-depth expertise on various issues areas.
- Develop surveys, reports, videos and articles of best practices, emerging trends, and issues.
- Respond to requests for information from CML municipal members and other interested parties on topics related to municipal research.
- Conduct annual State of Our Cities and Towns survey and associated visual representations.
- Collaborate with outside organizations on surveys, research and analysis.
- Work closely with other CML staff on compilation and dissemination of information.
- Develop and maintain data sets related to municipal research.
- Organize and staff the CML Research committee.
- Coordinate the activities of a municipal research intern, when required.
- Work with Design and Communications Specialist to identify data for visual display, including infographics, GIS, video and other items.

Outreach

- Coordinate the production of *Knowledge Now* and *CML Newsletter* Research Corners with appropriate staff.
- Coordinate the production and dissemination of municipal election information.
- Participate in *Colorado Municipalities* editorial board meetings.
- Participate in annual conference program development, workshop program development, membership services, and membership outreach activities.
- Advise on research findings that lends to training or article development

Other Duties

- Monitor and track progress of performance measures in the organization's strategic plan.

- Keep up-to-date on current municipal issues.
- Perform other duties and responsibilities as may be assigned.

Required Knowledge, Skills & Experience

- Expert ability to communicate verbally and in writing.
- Excellent presentation skills
- Proficiency in the use of computer software programs including word processing, database, email and internet.
- Minimum two years of experience in research and writing on public policy issue and/or work in municipal government or state municipal league. Local government or other government-related experience preferable.
- Knowledge of Colorado state and local government is preferred.

Qualifications

- Bachelor's degree required - preferably in political science, social science, history, English or journalism. Graduate degree in related field desirable.