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Director of Policy

Mayor Adena Ishii's Office

City of Berkeley

Full-Time

In-Person

Salaried: \$60.10 to \$64.90 per hour (\$125,000-\$135,000)

Join Mayor Adena Ishii's office in the City of Berkeley! Mayor Ishii is looking for a Director of Policy with a strong policy background, leadership and management experience, and strategic planning skills.

The City of [Berkeley](#) is a medium-sized city located in the greater San Francisco Bay Area. It has a long history of making regional and national impact and is home to entities like [UC Berkeley](#), [Bayer](#), [Telegraph Avenue](#), and the [Berkeley Repertory Theatre](#). Mayor Ishii is committed to building connections and supporting policies that serve local residents and uphold Berkeley's values.

Mayor Ishii is the first Asian American and first woman of color elected Mayor of our vibrant and active city. She is a bridge builder who works to increase transparency and accountability within the city. The Mayor's policy priorities are housing and homelessness, public safety, and infrastructure. She is also a strong advocate for creating opportunities for new leadership in our community.

She values collaboration and leads the city in innovative solutions to support the community's needs. Mayor Ishii is looking for a strategic, values-driven individual, who will oversee the strategy and implementation of the Mayor's policy agenda. This role will also be responsible for managing staff and interns who work on policy issues, staffing the Mayor on policy meetings, and providing event/meeting support. This position will be under the supervision of the Mayor's Chief of Staff with direction provided by the Mayor.

This position will require the following skills and experience:

Minimum Qualifications:

- 5-years of experience in policy analysis, strategy, and execution
- Ability to work in a fast-paced environment
- Skilled at finding and implementing solutions to issues quickly, with a high level of autonomy
- Ability to prioritize complex requests and identify needs and opportunities in a timely manner
- Strong written and oral communication skills
- Possesses strong attention to detail and organizational skills
- Ability to build relationships across sectors with key community stakeholder

- Experience working in collaboration with local, regional, and state political partners
- Ability to speak publicly on behalf of the Mayor (i.e. press conferences)
- Proficient in Microsoft Office Suite, Google Suite, and project management tools like Asana

Preferred but not required:

- 5 years working in the office of an elected official
- Local government experience (East Bay a plus)
- Knowledge of Berkeley's political landscape

This role will be responsible for the following:

- Lead policy development & coordination across the Mayor's Office in service of the Mayor's priorities.
- Advise the Mayor on emerging and existing policy issues
- Track and monitor new legislative opportunities
- Oversee strategic engagement and relationships with local, regional, state, and federal government partners
- Coordinate and partner with councilmembers and their staff on policy development and advocacy; manage Brown Act circles
- Lead policy portfolio with housing, zoning, landmarks, homelessness, and safety net services, as well as coordinate with appropriate City leadership and community stakeholders on policy initiatives
- Collaborate with Chief of Staff in supervising and mentoring legislative aides in policy development and execution
- Work in partnership with the Mayor's Communications Director in developing and delivering policy messaging
- Serve as primary liaison with other local public institutions (UCB, BUSD, BCC)

This position is expected to work in the office during regular business hours. It is a full time, exempt position that is at-will and non-represented under the City's job classification of Assistant to the Mayor. The pay rate range for this position will be \$60.10 to \$64.90 per hour (\$125,000-\$135,000 annual salary, FTE) based on experience and includes a generous benefit package with healthcare, retirement, and paid time off, among other benefits offered to City of Berkeley employees.

The City of Berkeley is an equal opportunity employer and values diversity in our workforce. We welcome applicants from a broad range of backgrounds. If you are interested in this exciting opportunity to serve the City of Berkeley, please send a cover letter and resume to the Mayor's Chief of Staff, Amelia Lopez-Helm, at ahelm@berkeleyca.gov. All submissions are due no later than Friday, August 21, 2026.