
LEGISLATIVE SPECIALIST

DEFINITION

Under general direction, performs specialized legislative, administrative, and confidential staff support to the External Affairs Manager; may represent the Authority to community, state, and federal legislative groups, the public, and other agencies as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the External Affairs Manager. Exercises direct supervision over assigned internal staff.

CLASS CHARACTERISTICS

This classification performs a variety of complex support functions for legislative measures proposed at the local, state, and federal level and for building and maintaining relationships at all levels of government.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Relieves the External Affairs Manager of a variety of administrative, legislative, and relationship building detail.
- Assists in preliminary work involved in preparing documents and correspondence which advances the Authority's legislative and policy interests.
- Supports the preparation of and assists in making presentations about legislative priorities, recommendations, and other materials for consideration with the Board of Directors, community groups, policy leaders, and other public agencies.
- Maintains specialized databases and systems for recording and tracking pending legislation at the local, state, and federal levels.
- Performs high level analysis on proposed and current legislation to determine the impact on Authority programs.
- Tracks and assists in communication about legislation and policy as they are developed locally, at the state and federal levels.
- Creates and distributes standard and special reports, summaries, and analysis as requested.
- Writes reports, proposals, fact sheets, legislative language, and other materials necessary to develop and maintain the Authority's position on legislation.
- Participates in community planning meetings with members of advocacy groups, crafts compromises and solutions to complex problems.
- Maintains accurate records and files; ensures storage of records complies with retention schedules.
- Provides general administrative support to legislative and relationship building functions, including

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taking phone calls, scheduling meetings, taking notes in meetings, writing reports, records management, responding to phone or email inquiries, maintaining calendar of program milestones, draft routine correspondence.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Working knowledge of local and state legislative processes and land use policies and regulations. Ideally, also has working knowledge of local, state, and federal protocols, and lobbying regulations.
- Understands the dynamics and sensitivities of intergovernmental issues and relationships.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Research and reporting methods, techniques, and procedures.
- Project tracking and monitoring.
- Recordkeeping principles and procedures.
- Computer applications related to the work, including Microsoft Excel, Word, PowerPoint, and databases.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of professionalism in customer service and effectively representing the Authority in contacts with community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Plan, organize, and carry out assignments from supervisor and management staff with minimal direction.
- Use tact and discretion to perform responsible support work with accuracy and speed.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make clear, concise, and complete verbal presentations.
- Learn and understand the organization and operation of the Authority, and its various departments and outside agencies as necessary to complete assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Communicate effectively in person, over the telephone, and in writing.
- Use persuasive writing techniques to communicate project narratives for grant proposals.
- Use tact, initiative, prudence, discretion and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in political science, governmental relations, natural resources policies, business, public administration, or a related field, or equivalent experience working in a support of legislative or intergovernmental matters, environmental advocacy, or a related field is desirable.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: April 2019

REVISED: N/A

FLSA: Non-Exempt