
COMMUNITY IMPACT & POLICY SPECIALIST

DEFINITION

Under general direction, performs specialized legislative, administrative, and confidential staff support to the External Affairs Manager; researches and analyzes local, state, and federal legislation and policymaking activities to determine the impact on Authority operations and initiatives; identifies opportunities for engagement with community leaders and community-based cross-sector organizations regarding nature-related constituent benefits; on behalf of the Authority, represents and engages with the community, and with local, state, and federal legislative groups, and with other agencies and organizations as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the External Affairs Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single position classification responsible for the full range of professional-level duties related to operational and/or administrative analyses and studies, and complex support functions for legislative measures proposed at the local, state, and federal level. The incumbent participates in developing and implementing policies and procedures for the assigned program or function. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires independence, initiative, and discretion within established guidelines.

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.

- Performs analysis on proposed and current legislation to determine the impact on Authority programs; composes audience specific briefings; research supportive and opposing positions; and highlights issues to the management team and/or legal, as necessary.
- Tracks and assists in communication about legislation and policy as they are developed locally, and at the state and federal levels; directly engages in relevant local and regional legislative affairs by participating in partner/stakeholder strategy and coordination meetings; drafts and organizes letters of support or opposition; provides comments during public meetings; and corresponds with offices of elected officials.
- Provides relationship building functions through meetings, public events, or other opportunities to strengthen connections and learn from respective experts about the diversity of needs and interests within the community; participates in community planning meetings with members of advocacy groups, crafts compromises, and solutions to complex problems.
- Prepares and assists in making presentations about legislative priorities, recommendations, and

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- other materials for consideration with the Board of Directors, community groups, policy leaders, and other public agencies.
- Actively identifies emerging community and governmental policy and funding related issues that may impact the Authority and helps determine the strategy to represent the Authority's interests in the appropriate arena.
 - Relieves the External Affairs Manager of a variety of administrative, legislative, and relationship building detail including scheduling internal and external meetings, calendar organization, and agenda and meeting material preparation; processes monthly bills and annual memberships and/or sponsorships.
 - Maintains specialized databases and systems for recording and tracking pending legislation at the local, 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.
 - Serve as an Authority representative in the community by developing and delivering presentations related to Authority support for community nature-related needs, and seeks input from community-based cross-sector organizations on how the Authority can improve how it serves the community.
 - Maintains accurate records and files; ensures storage of records and complies with retention schedules.
 - Provides professional staff assistance to management staff; participates and provides staff support to a variety of interdisciplinary committees and boards; research, prepares, and presents comprehensive staff, technical, fiscal, and administrative reports, and other correspondence as appropriate and necessary.
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on legislative and community relations policies, regulations, procedures, and new developments; prepares reports of changes to management and provides recommendations on implementation and impact of changes.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Dynamics and sensitivities of intergovernmental issues and relationships.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, policies, and procedures related to assigned area of responsibility including local state and federal land use policies, legislative protocols and lobbying regulations.
- Project tracking and monitoring.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

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- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- 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.
- Perform responsible legislative research, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently plan and organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 or public administration, or

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a related field and two (2) years' experience working in a support of legislative or intergovernmental matters, environmental advocacy, or a related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

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.

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