

LEGISLATIVE POLICY ADVISOR

FUNCTION OF THE JOB

Under direction, to provide services such as research, analysis, and recommendations on all County legislative and administrative policy to the County Board and County Executive; to act on behalf of the County as directed on legislative or administrative matters; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Advises decision-makers on County policy issues, strategic initiatives, and internal and external legislative proposals.
2. Monitors, analyzes, and reviews the state budget to ensure continued allocations and enhanced funding of federal and state monies for mandated services.
3. Mediates differences and guides discussions with committees and department staff to advance County policy, recommendations, procedures, and initiatives.
4. Coordinates the County's legislative and administrative efforts with area legislators, local units of government, and special interest groups to develop and advance the County's agenda.
5. Researches and analyzes information for special projects and initiatives; and prepares and presents verbal and written alternatives, summaries, and recommendations.
6. Provides research, analysis, evaluation, and recommendations on proposed legislation and fiscal initiatives of the State and Federal governments.
7. Facilitates the implementation of approved policies, procedures, or programs in cooperation with department heads, boards, commissions, local government entities, vendors, and service providers.
8. Drafts testimony and resolutions establishing County policy on issues to be presented to appropriate committees and commissions.
9. Attends meetings of the County Board, County Board committees, boards, commissions, public hearings, ceremonies, etc., as a representative of the County Board Chairman.
10. Supervises administrative staff and handles any personnel concerns with the staff.
11. Acts as a liaison between committees and department staff to facilitate pertinent and concise information.
12. Organizes and disseminates pertinent legislative information on specific issues to both State and County officials.
13. Assists in public and media relations by responding to inquiries and preparing press releases.
14. Establishes and maintains effective public and working relationships with County staff, elected officials, other units of government, community organizations, and the general public.
15. Participates as a member of numerous steering committees and request for proposals with executive branch department heads and managers.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the role and function of county government in the delivery of services through the various departments.
2. Comprehensive knowledge of the organizational relationship of state and county government in the legislative and administrative process.
3. Considerable knowledge of survey, research, and statistical methods and techniques.
4. Considerable knowledge of capital project and strategic planning principles and procedures.
5. Considerable knowledge of various methods of verbal, written, and audiovisual presentation.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
7. Ability to assist in planning, organizing, and coordinating projects with input from numerous agencies and individuals.
8. Ability to objectively analyze and interpret complex and detailed data and materials and to prepare recommendations.
9. Ability to communicate clearly and concisely, both orally and in writing.
10. Ability to plan, organize, supervise, and evaluate the work of others.
11. Ability to perform technical research work and to produce comprehensive written and oral recommendations and reports.
12. Ability to organize and plan work, so that several research and writing projects can be undertaken simultaneously.
13. Ability to develop, establish, and maintain effective public and working relationships with County staff, elected officials, other units of government, and the general public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to utilize word processing database and spreadsheet programs.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in public or business administration, management, planning, communications, or a closely related field.
2. Three (3) years of responsible, professional work experience in administrative, programmatic, legislative, policy, or procedural research, analysis, evaluation, or planning, preferably in the public sector.
3. A master's degree in an area listed above may substitute for one year of the required work experience.