



Job Description

Position Title: Legislative Policy Analyst I
Classification: Program Services I
Department: Legislative
Prepared Date: March 4, 2019

Employment Status: At-Will
Position Reports To: Legislative Director
Positions Supervised: None
Overtime Status: Exempt

Position Purpose

Provides complex administrative, analytical and professional support in day-to-day operations of assigned program, department, policy committee and/or legislative activities. Performs research, analysis and duties supporting a variety of program areas including legislative services, grassroots lobbying, policy development, department and educational programs. Provides logistical support for lobbying activities; fill-in for lobbyists; attend meetings and hearings; collects, analyzes and presents data; coordinates activities and information for task forces and policy development committees; serves as liaison between League and member agencies and committees; may oversee staff on assigned projects.

Essential Functions and Responsibilities

Legislative

- Assist assigned lobbyists with legislative and grassroots lobbying activities.
- Respond to legislative and related inquiries from city officials, interested parties and staff members from the state legislature and executive branches.
- Research and analyze the effect of legislative proposals on cities; identify examples of how proposals impact cities.
- Fill-in for lobbyists at meetings and on telephone/conference calls.
- Attend meetings, briefings and legislative/regulatory hearings.
- Work with League attorney(s), legislative staff, sponsor(s) and appropriate interest group(s) to determine the legal implications of legislative proposals.
- Track trending news stories and hot topics for assigned issue areas.
- Draft support and opposition letters on legislation and legislative proposals.
- Recruit city officials to testify at legislative hearings.
- Prepare articles for publication.

Policy Committee

- Provide administrative and professional support to assigned policy committee(s). Develop committee agenda in conjunction with chair and lobbyist(s).
- Prepare agendas, handouts and supporting materials for distribution at policy committee meeting.
- Develop, contact and confirm speaker(s) for each policy committee meeting.
- Record and prepare policy committee highlights.
- Work with policy committees to develop and implement work programs promoting the League board of directors' strategic priorities.
- Update as necessary the League's summary of policies.
- Moderate policy committee-related list serves.

Department

- Coordinate and support assigned department's expertise in advancing the legislative and organization's strategic priorities.
- Contribute ideas for topics and speakers for educational programs and conferences in conjunction with League lobbyists, training staff, and department officers and representatives.
- Promote the League's legislative advocacy efforts with department members.
- Maintain regular communication with department members.
- Attend department and executive committee meetings, as needed.

General

- Provide oral and written information in response to general and specific inquiries.
- Coordinate speakers and on-site meeting activities at annual conference.
- Coordinate and contribute to writing, editing and production of publications.
- General research; survey development and tabulation.
- Develop, upload, update and maintain Web site content for all areas of responsibility.
- Edit and proof materials to be distributed by the Legislative and Policy Development Department.
- Perform other duties as assigned.

Job Qualifications

Knowledge/Skills:

- Federal, state, and local government organizations, governing process, laws, regulations and ordinances.
- The legislative process and effective advocacy techniques.
Legislative research, analysis and tracking.
- Cost benefit analysis of programs, policies, strategies and public opinion research.
Principles and practices of communications, public speaking, public relations and public affairs.
- Membership associations.
- Subject matter expertise in assigned policy areas (e.g. land use, revenue and taxation).
Microsoft Office software, other software and hardware used by the League.
- Internet research and posting information to the internet.

Ability to:

- Simultaneously plan, direct and manage competing demands, projects, assignments and responsibilities on a daily basis.

- Exhibit subject matter expertise in assigned policy areas
 - Effectively manage time and meet deadlines; maintain and exhibit flexibility. Identify and organize priorities.
 - On a continuous basis analyze issues and legislation; write analyses, newsletter articles and position letters.
 - Evaluate and orally communicate information promoting the League's legislative agenda in a politically sensitive environment.
 - Function as a team member.
 - Sustain a positive, "can-do" attitude and commitment to customer service (for both internal and external customers).
 - Be self-supervising and independently follow through on necessary tasks.
 - Establish and maintain effective work relationships with those contacted in the performance of required duties.
 - Interpret and apply League policies procedures, rules and regulations.
 - Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing.
 - Understand and carry out both verbal and written directions in an independent manner.
 - Operate a full range of office automation equipment and software.
 - Represent the League to city officials as required.
 - Travel to one-day and multiple-day overnight events via automobile, airplane or public transit to attend and provide staff support for assigned duties including but not limited to legislative activities, policy committees, department and membership meetings, annual conference and educational programming events.
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Experience, Education and Training

Any combination equivalent to experience and education that could provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- Two years of experience in the area of legislative or local government research or analysis drafting letters, reports and analyses plus subject matter expertise or knowledge of comparable local government issues
 - Equivalent to a bachelor's degree from an accredited college or university with major work in political science, planning, economics, communications, or history; possession of a master's degree with major course work in public administration or related field is desirable.
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Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job.

Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance. Regular intervals of time spent performing tasks at off-site non-League facilities.

Equipment Used

Computer, keyboard, mouse
Fax machine
Automobile

Copier
Telephone
Current office applications

Scanner
Smart Phone
