



Job Description

=====

Position Title:	Legislative Affairs, Lobbyist
Classification:	Advocate
Department:	Legislative Affairs
Employment Status:	At-Will
Position Reports To:	Deputy Executive Director, Advocacy & Public Affairs
Positions Supervised:	Provides lead direction over assigned staff in the Legislative Affairs Department
Judgment Exercised:	Exercises significant independent judgment
Overtime Status:	Exempt

Position Summary

Performs complex professional activities in day-to-day operations of assigned lobbying activities, programs, policy committees and functional departments; testifies, advocates and negotiates legislative and regulatory proposals; interacts with executive and legislative officials and staff; conducts research, analysis and interprets legislation and statutes; advances legislative services, lobbying and policy development activities; executes legislative agenda; attends and makes presentations at legislative and administrative hearings, League meetings and before various interest groups; supports League policy development process; serves as liaison to the Legislature and public interest groups; and oversees assigned policy analyst(s).

Essential Duties and Responsibilities

Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

Legislative Outreach and Advocacy

1. Advocate policy positions on behalf of cities to relevant stakeholders such as the Legislature, Governor's Office, and with other state and regulatory agencies; advocates for state budget appropriations for programs that benefit cities; develops and executes broad political strategies to advocate member's interests; influences the California Legislature, elected officials, Governor and related staff through written and oral arguments; negotiate with lobbyists and special interest groups.
2. Serves as a subject matter expert in area(s) of assignment; provides accurate, up-to-date information to both internal and external stakeholders; may serve on committees related to area(s) of expertise.

3. Develops and recommends legislative positions and strategies to the League's policy committees and board of directors, as well as serve as the subject matter expert surrounding assigned issues.
4. Drafts, proofreads, and finalizes a variety of position letters, testimony, proposed legislative language, press releases, witness testimony, bill and policy analysis, articles, action alerts, presentations, briefings and related communication methods to support the League's position in a variety of matters and for a variety of audiences.
5. Develop and recommend legislative strategies to the League board of directors, executive director, and/or legislative director; conduct research, interpret results, and apply findings in recommending policy positions and advocating city issues.
6. Develops and maintains close working relationships with city staff and management, local and state elected officials and their district staffs to help promote the local government perspective on proposed legislation.
7. Travel on an as needed basis to meetings to give oral presentations and answer questions on legislative or policy issues.

General

1. Provides direction, guidance and support to assigned staff operating under tight deadlines and often-changing priorities.
 2. Work beyond the League's normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
 3. Perform other duties as required.
-

Job Qualifications

Knowledge/Skills:

- Thorough understanding of the California legislative process, state budget process, politics, short and long-term political strategy, value of individual, organizational, advocacy techniques, and coalition partnerships.
- Thorough understanding of the specific policy areas related to area of assignment, public policy, and the benefits and disadvantages of specific policies; participate in the advancement or defeat of legislation and regulations based on the League's strategic goals.
- Ability to read, interpret and explain current and proposed legislation, the legislative process, and legislative relations; ability to effectively analyze and recommend what position the League should take on legislation, including the benefits and disadvantages; write the League's official bill analysis.
- Knowledge of federal, state, and local government organizations, governing process, laws, regulations and ordinances
- Ability to develop and maintain personal and professional relationships with a wide variety of political and policy stakeholders which includes but is not limited to legislative and administration staff, state and local elected officials, political and public affairs consultants, public agency advocates, local, statewide and national media, and regulatory executives; ability to build advocacy coalitions for legislation, regulation, and campaign activity.
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing, including public speaking in a variety of forums; draft, review and issues press releases that convey the League's position on given issues.

- Basic understanding of various operating systems (Windows, Excel, PowerPoint, Capitol Track) etc.
- Analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of strategic and legislative goals.
- Effectively manage time and meet deadlines; maintain and exhibit flexibility.
- Establish and maintain effective work relationships with those in the performance of required duties
- Be self-supervising and independently follow through on necessary tasks.
- Perform duties with professionalism, both individually and as a member of a team.
- Be flexible while performing multiple activities.
- Interpret and apply League policies, procedures, guidelines, rules and regulations.
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing.
- Ability to define problems, gather data, establish facts, and draw valid conclusions.
- Ability to identify and organize departmental and organizational priorities.
- Travel throughout California on day, overnight and multiple-day trips to advance organization goals, objectives and complete assigned duties and responsibilities.

Experience and Training

A Bachelor's degree in political science, planning, economics, communications, history or related field. A juris doctor, or graduate degree in a related field is desirable. Minimum five years progressively responsible experience with demonstrated success in legislative or local government advocacy, and expertise in assigned subject matter or a combination of education and experience which provides the required knowledge, skills, and abilities.

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 interaction 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.

Equipment Used

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	