

City of Chesapeake
Job Class Title: Legislative Liaison

Job Class Code: 0960	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to develop, manage, coordinate and present the City's state and federal legislative program on behalf of the City Manager and Council in an effective and cordial manner, i.e. consistent with the City's CARE (courteous, attentive, responsive, and empowering) standards. The job class serves as the City's state and federal government advocate and liaison by assisting legislators, staff, and agencies in promoting and implementing the City's legislative interests and policies. The job class is responsible for coordinating grants for City agencies and performing related management analysis and research as required. The job class works within broad policy and organizational guidelines; independently plans and implements projects; demonstrates progress of major activities through periodic reports and meetings.

TYPICAL TASKS

- Develops positive and productive work relationships with City staff, Council, legislators, and the community at-large in preparation of the legislative program for presentation to, and adoption by, City Council.
- Coordinates legislative advocate and liaison activities with City departments, other area cities, the Virginia Municipal League, the Virginia General Assembly, and U.S. Congress to promote interests of the City; and represents the City Manager and the City Council to the General Assembly, special commissions and boards, and other federal, state, and local agencies on matters of importance such as funding and legislative impacts in a professional and cooperative manner.
- Monitors, tracks, and thoroughly reviews pending legislation and implementation of state and federal laws affecting the City, providing timely reporting and analysis to City departments and Council; conducts related research, prepares briefs and testimony on legislation, reviews legislative initiatives, and assesses the impact on the City. Effectively communicates both orally and in writing with senior City staff, legislators, City Council, and federal, state, and local agencies, and prepares reports that are clearly articulated, concisely stated and documented.
- Ensures the City's intergovernmental relations are effectively conducted; identifies grant opportunities and successfully coordinates application preparation, submittal, and acquisition; prepares concise and effective research reports.
- Researches and analyzes management policy initiatives, legislative issues, and other policy related matters as a member of the City Manager's Executive Team. Develops policies and recommendations, presents them to the City Manager and City Council for approval, and initiates procedures for implementation.
- Analyzes and evaluates municipal program information, reports, studies, proposals, and recommendations. Conducts studies on feasibility impact and cost effectiveness in cooperation with City departments and agencies.
- Prepares detailed and complex management analyses and reports, and compiles and disseminates a variety of information.
- Coordinates the research of, application for, and implementation of grant proposals to federal, state, and private agencies.
- Works directly with elected officials and municipal organizations in promoting the City's legislative program along with City departments and public interest groups on various legislative matters.
- Provides general assistance to the City Manager and staff, and handles special projects as directed by the Manager.

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- Provides technical assistance to City departments and agencies on legislative matters and serves as management liaison to various regional and community groups.
- Attends or conducts staff, department head, City Council, or other professional meetings and provides support to elected officials who serve on/with national or state committees and organizations.
- Performs other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Ability to work with people in courteous, attentive, responsive and empowering manner. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	<ul style="list-style-type: none"> • Requires a thorough working knowledge of municipal organizations and operations and related familiarity with state, federal and other local agencies and organizations. • Requires a thorough working knowledge of state and federal legislative processes. • Requires a thorough working knowledge of public policy philosophies and concepts.
Skills	<ul style="list-style-type: none"> • Requires skills in performing research and analysis using standard methodology and techniques and using those techniques in preparation of preparing and presenting reports in a clear, concise manner in the explanation of issues related to government operations.
Abilities	<ul style="list-style-type: none"> • Requires a highly developed ability to propose, interpret, and evaluate legislative initiatives. • Requires the ability to articulate ideas and proposals clearly and concisely, including preparation of reports and written materials. • Requires the ability to handle a variety of issues with tact and diplomacy in a confidential manner.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in public policy, public administration, or a public service related field.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of three years of progressively responsible management experience in local government administration, research and analysis, and intergovernmental affairs.

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Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Completion of the Lobbying Certificate Program through the Association of Government Relations Professionals is preferred.
Special Requirements	Requires the ability to travel with little to no notice. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

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