



Position Title:	Legislative Representative I	Date: 2018
Classification/Salary Range:	Advocacy I	
Department:	Legislative Affairs	
Employment Status:	At-will	
Position Reports To:	Legislative Director	
Positions Supervised:	Policy analyst(s) assigned to subject matter area(s) and administrative support staff on a project-by-project basis	
Judgment Exercised:	Significant independent judgment	
Overtime Status:	Exempt	

Position Purpose

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 legislature and public interest groups; oversees assigned policy analyst(s).

Essential Functions

Legislative

- Influence the California legislature through written arguments and oral testimony (i.e., elected officials and staff of the assembly, senate and committees)
- Influence the Governor and the governor's staff through written and oral arguments
- Develop and recommend legislative strategies to the League board of directors, executive director, and/or legislative director
- Negotiate with other lobbyists and special interest groups
- Solicit information from city officials on the impact of legislative proposals
- Seek city officials action supporting or opposing legislative proposals
- Discuss individually and/or in group settings the impact of pending and enacted legislation
- Coordinate and participate in meetings with city officials and others to examine legislative issues
- Write regular updates and weekly newsletter articles
- Write and or edit implementation material for newly enacted legislation
- Develop and coordinate lobbying strategies

- Conduct research, interpret results, and apply findings in recommending policy positions and advocating city issues
- Represent cities and city issues at non-city meetings, events and functions
- Respond to media inquiries with written and/or oral information
- Provide the League board of directors with policy recommendations

Policy Committee

- Provide policy analysis
- Develop legislative agenda for policy committee meetings
- Orally present written legislative agenda and staff recommendations to policy committee for deliberation
- Prepare and present policy committee's legislative recommendations to the League's board of directors
- Assist policy analyst or as appropriate serve as lead in implementing work program
- Provide written material and oral background, technical and non-legal legislative/statutes information to city officials during the League's annual conference resolution process

Functional Departments

- Support functional department legislative activities and subject matter expertise
- Assist policy analysts with orienting functional department officers to the League and the role functional departments play in supporting the organization's strategic priorities and legislative efforts
- Support functional department's educational programs and conferences activities
- Develop and promote legislative advocacy of functional department officers and members

Membership Services

- Provide oral information in response to general and specific inquiries
- Contribute expertise and articles to *Western City Magazine*, League publications and Web site
- Maintain regular contact with city officials on policy issues
- Develop annual conference and other education programs, topics and speakers as assigned
- Travel on an as needed basis to meetings to give oral presentations and answer questions on legislative or policy issues

General

- Provide oral and written information in response to general and specific inquiries
- Engage in on-site meeting activities at annual conference
- General research; survey development and oversee tabulation
- Represent the League at meetings as required

Perform other duties as assigned

Job Qualifications

Knowledge of:

- Federal, state, and local government organizations, governing process, laws, regulations and ordinances
- The legislative process and effective advocacy techniques
- Legislative research, analysis and bill 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
- 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
- Sustain a positive, “can-do” attitude and commitment to customer service (for both internal and external customers)
- Exhibit subject matter expertise in assigned policy areas
- Develop and implement legislative strategies, policies and procedures
- Gain cooperation through discussion and persuasion
- Effectively manage time and meet deadlines; maintain and exhibit flexibility
- Identify and organize priorities
- Analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of strategic and legislative goals
- Write analyses, articles and position letters
- Evaluate and orally communicate information promoting the League’s strategic priorities and legislative agenda in a politically sensitive environment
- Interpret and apply League policies, procedures, rules and regulations
- Plan, assign and direct the activities of policy analyst(s) in the provision of a wide range of legislative services
- Develop, analyze and evaluate policy
- Function as a team member
- 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
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing
- Travel throughout California on day, overnight and multiple-day trips to advance organization goals, objectives and complete assigned duties and responsibilities
- 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 and others as required

Desirable Experience and Training

Bachelor's Degree from a four year college or university with major course work in economics, government, political science, public or business administration or related field, or equivalent cumulative education and professional work experience. Three years or more of legislative advocacy experience, including two years in a position lobbying municipal issues and performing tasks of a nature comparable to those performed by a Legislative Representative I with the League. Lobbyist registration with the Secretary of State required. Juris Doctorate or Master's degree and membership association experience desired.

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. Extensive periods of time spent performing tasks at the state capitol and off-site non-League facilities.

Equipment Used

Computer, keyboard, mouse
Fax machine
Automobile

Copier
Telephone

Scanner
Smartphone
