

LEGISLATIVE LIAISON

DEFINITION

The Legislative Liaison assists the Director of Legislative Affairs and Governmental Relations and other administrators by coordinating political and public relations activities with elected officials, analyzing and monitoring legislation, providing necessary counsel and advice, and acting as liaison to government officials and their staffs.

TYPICAL DUTIES

- Assists in implementing the District's public affairs strategies to address inquiries made by elected and governmental officials.
- Conducts research and determines techniques to gather and compile data regarding legislation, and writes reports and presents findings to the Director of Legislative Affairs and Governmental Relations.
- Assists in the development and implementation of proposed legislation affecting the District.
- Consults with District personnel, officials of the other public agencies, and private firms regarding specific legislation.
- Monitors and oversees the progress of special legislative projects and activities.
- Maintains a consistent line of communication with the Director of Legislative Affairs and Governmental Relations and other District administrators.
- Represents the District or the Director at educational organizations and parent and community meetings and events.
- Makes oral presentations to disseminate information regarding legislative initiatives affecting the District.
- May build coalitions of support amongst interest groups and stakeholders to gain approval for District Programs.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Liaison assists the Director of Legislative Affairs and Governmental Relations by coordinating political and public relations activities with elected officials, governmental agencies, community groups, and other District Departments and monitors legislation affecting the District.

A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to state and federal legislators and other governmental officials.

SUPERVISION

General direction is received from the Director of Legislative Affairs and Governmental Relations. Supervision may be exercised over lower-level professional and clerical staff on individual projects.

CLASS QUALIFICATIONS

Knowledge of:

- Processes and protocols of municipalities and agencies
- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures, facilities and business functions, and related areas of District interest
- Provisions of the State Education Code and the Board of Education and Personnel Commission rules, regulations, procedures, and policies that determine District policies and practices
- Proposed, pending or existing local, county, state, and federal legislation on designated subjects pertinent to the District's instructional programs, policies or administration
- District policies, procedures, programs, objectives, and organizational structure

Ability to:

- Make appropriate recommendations regarding legislative issues
- Establish and maintain effective relationships with elected officials
- Represent the Director of Legislative Affairs and Government Relations regarding complex and sensitive legislative issues in meeting with senior management, representatives from other agencies, consultants, and members of the community
- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Support, and explain recommendations and decisions and act judiciously under pressure
- Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District
- Prepare clear, concise, and accurate reports
- Coordinate meetings and lead group discussions
- Monitor government activities

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in political science, law, education, business or public administration, or a related field. A graduate degree in one of these fields is highly desirable.

Experience:

Three years of experience in an administrative or staff position requiring responsibilities analyzing legislative processes and coordinating advocacy events and working directly with and maintaining effective relationships with elected and government officials.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Title Change and Revised
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MT

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10-11-18
SH