

**MAJOR FUNCTION**

This is responsible administrative professional work coordinating legislative activities involving the City of Tallahassee, and other special projects as assigned. Work involves coordinating development and advocacy of the City's legislative priorities and managing the City's legislative affairs efforts. Work is performed under the general supervision of the City Manager's office. Incumbent exercises considerable independent judgement and action in the achievement of City goals and objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Manages and serves as principle staff and liaison for legislative activities on local, regional, state and national levels. Tracks the progress and status of all relevant legislation and reports this information to the City Commission. Coordinates with City departments to assess and report on the impacts of proposed legislation in functional areas including, but not limited to, transportation, economic development, land use, human services, finance, and public safety. Researches, analyzes, and evaluates issues and prepares reports on legislative and budget issues affecting the City so that recommendations can be formulated for consideration. Initiates development of executive recommendations for legislative initiatives. Prepares and makes formal presentations to the City Commission and other executives regarding legislative activities and special projects. Prepares draft amendments to bills introduced by the City or others. Keeps abreast of federal legislative initiatives and impact on the City, liaises with congressional offices, and reports this information to the City Commission. Conducts special projects as may be assigned which require attention from the beginning of the project to its conclusion which may include serving on and/or working closely with boards, commissions, and committees. Develops and maintains viable productive relationships between the City and federal, regional, state, local and private sector officials. Manages long-range inter-governmental relations. Identifies long-range problems and issues in areas of current/pending legislation and inter-governmental relations and provides recommendations to institutions, citizen and business groups on legislative policy issues of mutual interest and assures coordination among all City agencies to meet economic development and legislative goals. Serves as liaison and coordinates work with firms contracted to advance the City's legislative goals and objectives. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Comprehensive knowledge of the principles, practices, functions and policies of the City government organization. Thorough knowledge of public administration principles and practices. Comprehensive knowledge of legislative issues facing the City and relationships with other jurisdictions in the state, region, national and the private sector. Thorough knowledge of public relations and public information techniques; ability to analyze, research and develop comprehensive plans for accomplishment of objectives. Ability to establish and maintain cooperative and effective working relationships between staff, elected officials and others in the City, state and region. Ability to persuasively discuss and/or present the views of the City and inter-governmental and legislative issues when speaking with individuals and groups. Ability to communicate clearly and concisely both orally and in writing. Ability to prepare reports and correspondence containing recommended actions and explanations of project related subject.

**Minimum Training and Experience**

Possession of a bachelor's degree in political science or public administration, or a related field and three years of public administrative work experience in state or local government legislative activities, or an equivalent combination of training and experience.

Established 12-07-18