



Midpeninsula Regional Open Space District

LEGISLATIVE/EXTERNAL AFFAIRS SPECIALIST

DEFINITION

Under general supervision, plans, develops, implements, and administers the District's legislative agenda and activities; researches, analyzes, and explains local, state and federal legislation and policymaking activities to determine impact on the District and understand and maintain compliance with lobbying rules; cultivates and maintains cooperative and effective working relationships with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Affairs Manager, Board of Directors and the General Manager in areas of expertise; represents the District before a variety of groups, agencies, organizations and the public; coordinates the District's efforts to track and identify grant funding sources for District programs; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Affairs Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification that plans, develops, and assists the District in cultivating and maintaining strategic relationships with federal, state and local officials and other opinion leaders critical to accomplishing the District's mission and strategic goals. Incumbents serve as subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact the District's programs and projects. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from other Public Information specialist classes in that it performs complex professional duties that require advanced knowledge and specialization in the District's legislative agenda to support its mission and growth of a preserve system in the San Francisco Bay area.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads the formulation, strategic development, implementation, and evaluation of the District's legislative program agenda, projects, and activities.
- Plans, develops, and implements professional-level legislative activities; prepares detailed analyses and explanation of legislative proposals that promote the District's mission and strategic goals related to open space policy, funding, and operation.
- Interprets federal, state and local legislation, policies, laws, codes and regulations; conducts a variety of analytical and operational studies regarding legislative and policy activities; monitors effectiveness, evaluates alternatives, makes recommendations, and assists with the implementation of procedural, policy, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Establishes and maintains liaison, communication, and cooperation with a wide range of federal, state, and local officials, government associations, coalitions, and other opinion leaders and external committees critical to accomplishing District's goals; presents policies, political action, and the

- District's position to elected officials on issues affecting open space at the regional, state, and federal levels.
- Monitors, tracks, and analyzes legislation affecting District programs, projects, and activities; communicates information and develops status reports for the Board and General Manager; represents the District's position regarding legislation to special interest groups and local, State, and Federal agencies, legislators, and lobbyists;
 - Actively identifies emerging issues and policy trends that may impact the District, and helps determine the strategy to represent the District's interests in the appropriate arenas.
 - Researches, writes, and edits various publications and outreach and advocacy materials, including press releases, media alerts, photos, internal communications, online communications, social media, brochures, and other materials in support of District initiatives.
 - Prepares, reviews, and presents staff reports, various management and information updates, and other special reports as assigned.
 - Tracks and identifies grant funding opportunities; evaluates funding opportunities relative to District policies and vision; assists in preparing proposals, budgets, and interpreting funding agency regulations and requirements.
 - Serve as a District representative by developing and delivering messaging and presentations related to government relations, legislation, and general issues regarding the District as needed.
 - Coordinates and manages future advisory committees.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of government relations and legislation that may impact the District.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.
- Legislative practices, processes and operations, including lobbying rules, of government at local, state, and federal levels.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Methods, techniques, and procedures of effective state and federal legislative advocacy.
- Principles, practices, and processes of policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to government relations and legislative programs.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, research, organize, coordinate, and implement comprehensive government relations and legislative, as well as communications and public outreach programs services suited to the needs of the community and the District.
- Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Build consensus and coalitions and lead a diverse group toward common goals.
- Analyze, interpret, summarize, and present technical and legal information and data in an effective manner.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Ensure compliance with lobbying rules.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, government, legal, or political sciences, or a related field and three (3) years of experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve

and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

EFFECTIVE: January 2016

REVISED: N/A

FLSA: Exempt