

COUNTY OF SOLANO
CLASS SPECIFICATION

LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS OFFICER

CLASS SUMMARY:

The Legislative and Intergovernmental Affairs Officer directs, manages, supervises, and coordinates the activities and operations of the Legislative and Intergovernmental Affairs Division of the County Administrative Office; performs legislative analysis and intergovernmental and community relations and develops and implements the County's strategic communication plans; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the County Administrator and Board of Supervisors.

The Legislative and Intergovernmental Affairs Officer is a single position executive management level class located within the County Administrator's Office. The incumbent receives broad administrative and policy direction from the Board of Supervisors and County Administrative Officer.

Successful performance requires the highest degree of ingenuity, judgment, independence, expert level skill, and full management authority in applying legislative and intergovernmental laws, regulation, policies, procedures, methods, and techniques.

This class differs from the:

- **Assistant County Administrative Officer**, which assists the County Administrator in the management of County activities and supervises a professional staff that provides consultation on fiscal management, program development, and evaluation to County managers.
- **Management Analyst (Senior)**, which has management level responsibility for reviewing, researching, analyzing and preparing annual proposed and final budget estimates for a major countywide program or a group of departments and budget units.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Assumes management responsibility for assigned services and activities of the Legislative and Intergovernmental Affairs Division of the County Administrator's Office, including legislative, intergovernmental, and community relations efforts.

Works with the Board of Supervisors, the County Administrator, and County Counsel to develop and communicate to state and federal legislators the County's needs and interest. Represents the County before legislative bodies on high priority and/or complex legislative matters. Conducts sensitive, high level negotiations on critical legislative issues.

Develops and implements a long-term strategic Countywide Communications Plan, annual work plans, and related policies including external public relations and media coverage and internal messaging.

Manages and participates in developing and implementing goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

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ESSENTIAL DUTIES: (Continued)

Represents the County and the Board in meetings with local governments' councils and staffs and non-profit organizations and community groups; and negotiates and resolves sensitive and controversial issues.

Facilitates the County and the Board of Supervisors participation in activities and committees of the California State Association of Counties and other regional organizations.

Responds to and resolve difficult and sensitive citizen inquiries and complaints.

Selects, trains, motivates, and evaluates division staff; provides and/or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures.

Plans, directs, coordinates, and reviews the work of staff performing legislative, intergovernmental affairs, and public information duties; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; and meets with staff to identify and resolve problems.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Oversees and coordinates the dissemination of public information during emergency and disaster situations.

Oversees the county's written publication processes, including writing articles, preparing and editing publications and presentations.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; participates in professional group meetings; maintains awareness of new trends and developments in areas of assignment; and incorporates new developments as appropriate.

Performs other duties of a similar nature or level.

Training And Experience:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, communications, political science, or a related field.
and

Four years of experience that included broad and extensive communications, intergovernmental relations, economic development, community development, or legislative affairs experience, including four years of administrative and supervisory responsibility, preferably in a governmental organization.

Note: Master's Degree is desirable

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Licensing/Certification Requirements:

- California Drivers License, Class C

Knowledge of:

- Principles and practices of legislative analysis
- Principles and practices of program development and administration
- Methods and techniques of report writing related to legislative analysis
- Principles and practices of budget preparation and administration
- Strategic communications, public relations, image, and marketing plans
- Principles of supervision, training, and performance evaluation
- Principles and practices of state and federal legislative processes and functions
- National, state and regional governmental organizations and associations
- Methods and techniques of public relations
- General rules, regulations, structure and operational practices pertaining to a county government
- Principles and techniques of management to include program planning, fiscal analysis, budgeting, program implementation, administration and evaluation
- Legal issues relevant to assigned program
- Programs and techniques to foster economic and community development
- Principles of strategic planning and implementation in a complex public agency
- Conflict resolution techniques

Skills in:

- Developing sound legislative and intergovernmental relations strategies that anticipate problems and propose solutions
- Managing a variety of administrative operations, functions, and projects
- Interpreting and applying laws, regulations, policies, and procedures related to the operations of the division
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of county goals
- Planning, organizing, directing, coordinating, administering, and supervising assigned staff, activities, and programs
- Exercising initiative, ingenuity and good judgment in decision-making and problem solving, including problems of a sensitive or political nature

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Skills in: (Continued)

- Negotiating agreements with a wide range of public agencies that reflect the best interest of the County
- Preparing reports, policy statements and correspondence utilizing technical and statistical information
- Using persuasion and diplomacy to achieve consensus and cooperation, especially on difficult or divisive issues
- Making effective presentations in public meetings to present findings, recommendations, and to respond to questions
- Understanding, interpreting, and applying laws, rules, and regulations as they apply to County operations
- Understanding complex legislative regulations, guidelines, County Code and Memorandums of Understanding to ensure divisional activities remain in compliance with mandated requirements
- Operating office equipment including computers and supporting word processing, spreadsheet, and database applications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining cooperative working relationships with the Board of Supervisors, County Administrator, elected officials, staff and a variety of citizens and public and private organizations

ADA Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Requirements:

Independent travel

Approval by:

Donald W. Turko
Director, Human Resources

Date

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Class History Information:

BOS Adopted	Revised	Re-titled	Class Code	Sal Plan/BU	OT Code
2/23/10			107320	61	05