

League of Oregon Cities

JOB DESCRIPTION SUMMARY

Position Title:	Lobbyist	Date: May 2019
Department:	Intergovernmental Relations	
Accountable to:	Legislative Director	
Supervision Exercised:	None	
Classification Status:	Exempt / Regular Full-time / Graded 17 - 18	

Primary Objectives of the Position

Advocates on behalf of Oregon cities by representing the interests of LOC members on state and federal issues to ensure that the goals of the LOC's intergovernmental programs and policies are met. Builds and maintain relationships with stakeholders and promotes the LOC as an authoritative source of information on cities by providing the most credible source of research and data on public policy issues affecting cities.

Essential Functions of the Position

The following areas of accountability correspond to the specific subject matter area assigned to an intergovernmental relations representative:

- Represents the LOC before the state Legislature and other branches/levels of government. Advocates LOC policy positions.
- Develops, drafts, reviews, studies, and testifies on state legislation, including providing written testimony, oral testimony and presentations. Meets with legislators and staff related to policy and proposals. Provides a fiscal report of proposed policies. Negotiates with legislators and other stakeholders on legislative proposals.
- Studies and comments on state agency rulemaking and guideline development. Testifies before state agencies and commissions on issues impacting LOC members and policies. Provides fiscal reports of proposed policies.
- Reviews, researches, studies, and monitors, as appropriate, federal legislative and administrative actions. Prepares materials and presentations for federal delegation. Engages federal agencies on issues impacting cities.
- Builds coalitions with stakeholder partners to effectively lobby LOC policy positions at the state and federal level. Coordinates city official testimony and participation in the state legislative process.
- Collaborates with the Legislative Director and other LOC staff to develop and implement legislative strategies and tactical plans including media and messaging strategies. Participates in planning and coordinating the development and representation of the LOC's state and federal intergovernmental program.
- Produces periodic reports and briefing papers for policy committees, the Board of Directors and LOC members.
- Prepares and makes presentations to present LOC's research findings, provide trainings, and present up-to-date information. Participates in interviews, including LOC podcast, as assigned.
- Writes memoranda, action alerts, bill summaries, and articles of general interest for bulletins, publications, and on-line media platforms.
- Develops and maintains respectful working relationships with city officials and elected and appointed officials in all branches and at all levels of government.

- Staffs policy committees, plans and implements the work schedule in consultation with the Legislative Director, committee chairs and prepares background materials. Identifies, researches and assists in the development of LOC policy and drafts policy materials for committees.
- Develops a substantive knowledge and expertise in a subject matter of primary importance to the LOC with the concurrence of the Legislative Director. Stays informed and participates in the development of legislative platforms.
- Staffs special working groups and task forces of city officials in related areas.
- Serves as a liaison to affiliate organizations as assigned.
- Responds to inquiries from city officials dealing with recently enacted legislation and emerging issues in which policy is being developed and serves as a resource on legislative issues to the media and to the communications staff.
- Keeps the Legislative Director promptly informed of intergovernmental accomplishments, issues or problems as they arise.
- Maintains cooperative working relationships with staff, clients, other organizations, and the public.
- Follows all safety rules and rules for work areas.
- Demonstrates professionalism in communications, work habits, and attire; commitment to customer service and growth of the organization; a positive attitude; and regular office attendance.
- Performs other related duties as assigned.

Screening Criteria

Education and Experience

Bachelor's Degree in public administrations, political science, business administration, or related field.

AND

Five years' experience working as a legislative assistant/policy advisor.

OR

Any equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Necessary Special Requirements

- Possession of a valid driver license accepted in the state of Oregon and proof of acceptable driving record.
- Registration with the Oregon Government Ethics Commission as a registered lobbyist is required within 30 days from hire.

Knowledge, Skills, and Abilities

- Skill in providing reliable and credible information on municipal issues.
- Ability to assess the importance of issues in the assigned subject matter and set priorities and organize work accordingly.
- Ability to spend appropriate amounts of time at the State Capitol, in executive branch offices, and in state agency offices/meetings.
- Skill in the use of modern office equipment and systems including personal computers and copy machines; proficiency in Word, Excel and PowerPoint.

- Ability to communicate effectively with the Legislative Director to report significant developments and consult on strategies as needed.
- Ability to produce well-written and thoughtful articles for LOC publications.
- Excellent written, oral, and presentation communication skills, with the ability to explain, in writing or orally, complex and technical matters.
- Ability to organize and apply legal principles and knowledge to complex problems in conducting research and preparing opinions.
- Ability to make frequent trips by automobile. Must be available to work evenings and weekends to represent the LOC at legislative proceedings, board meetings, conferences and affiliate meetings.
- Ability to engage in basic research, comprehension and judgment-making activities.
- Ability to maintain a high degree of public contact while exhibiting a high level of tact, courtesy and professionalism.
- Skilled negotiator with high political acumen.
- Ability to interpret and understand legal language.
- Knowledge of state and federal legislative processes and practices; and federal, state, and municipal government structure, functions, and operations.
- Ability to effectively interact with legislative officials, executive branch officials, and state agency officials.
- Ability to employ sound judgment to independently meet assigned objectives.

Desirable Training and Experience

- Representation experience in the public sector, preferably at the level of municipal government.
- Experience with municipal government responsibilities and operations.
- Experience with state and/or national legislative and rule-making processes.
- Knowledge in a technical area related to municipal issues

Updated August 2014, May 2019

Physical Requirements/Work Conditions

Intergovernmental Relations Associate



Frequency Definitions:

- (N) Never: Not required and not done on the job.
- (R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times/minutes per shift.
- (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS						
Are there particular working conditions associated with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoors	Usual office working conditions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED						
Are there particular materials and/or equipment used with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):						
N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input checked="" type="checkbox"/>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

PHYSICAL DEMANDS						
Are there particular physical demands associated with this position? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):						
N	R	O	F	C	Physical Demand	Description (if O, F, or C checked)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 50 Avg. 25 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max: 20 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max: 50 Avg. 25 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max: 50 Avg. 25 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 18")	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hearing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

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