

## **POSITION DESCRIPTION**

Title: Baldwin Legislative Delegation Constituent Services Director

Department: Legislative Delegation Constituent Services Office

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Legislative Delegation

Subordinate Staff: Legislative Assistants

Other Contacts: Elected Officials, employees of state agencies, employees of the Commission office, County Departmental Directors, employees of municipalities, area business leaders

External Contacts: General Public, others as assigned

Status: Salaried/Exempt

Date Approved: February 1, 2011; January 8, 2014

### **Job Summary**

Performs work of unusual difficulty to assist individual legislators with assignments as directed. In the absence of legislators, serves in a liaison capacity at regular meetings, special meetings, emergency meetings, work sessions or division ("team") meetings of the county governing body, city councils, or as assigned.

Predominate duties entail the compilation of research, as directed by respective legislators; retains a strong ability to handle multiple assignments with efficiency and professionalism; responsible for reviewing and analyzing proposed, new or revised state and federal legislation to determine the possible impacts on the county and municipalities; monitors legislation during sessions of the Legislature of Alabama; arranges for and prepares the agenda for local Legislative Delegation meetings; responsible for public notices, and their distribution, as directed by respective legislators; responsible for preparation of various legal advertisements/newspaper advertisements as assigned; responsible for reviewing documents/resolutions/instruments as requested by the respective legislators; responsible for maintaining and overseeing departmental budget; responsible for writing speeches for legislators to present before various groups; responsible for other duties as directed by respective legislators.

### **Job Domains**

**A. Research**

- J, Provides research in a myriad of topics/issues for Legislative Delegation
- 2, Reviews documents/ resolutions / instruments as requested by respective legislators,

**B, Legislative**

- 1, Reviews and analyzes proposed, new or revised state and federal legislation to determine the possible impacts on the county and municipalities.
- 2, Researches and prepares bills to be introduced in the Legislature of Alabama by respective legislators upon request.
- 3, Assists constituents with legislative research.
- 4, Monitors legislation during sessions of the Legislature of Alabama.

**C. Constituent Services**

- I, Responsible for research and communication to constituents concerning problems experienced with governmental entities and agencies or as otherwise directed,

**C. Other**

- I, Responsible for the preparation of various legal advertisements/ newspaper advertisements as assigned,
- 2, Prepares annual budget/ maintains/ oversees budget process throughout fiscal year,
- 3, Arranges for and prepares the agenda for local Legislative Delegation meetings.
- 4. Responsible for other duties as directed by the Delegation or respective legislators.

**Knowledge and Skills**

- I. Knowledge of basic accounting and budgeting.
- 2. Retains strong ability to handle multiple assignments and have a strong affinity to be multitasked.
- 3, Possesses a strong ability to analytically think and reason.
- 4. A good working knowledge of general office practices and procedures,
- 5, Familiar with computers and software.
- 6. Possesses the skill/ability to communicate effectively with Legislators, office staff and general public,
- 7, Possesses the skill / ability to read and comprehend printed reports,
- 8. Knowledge of filing procedures.
- 9. Knowledge of office machinery operations.
- 10. Possesses the skill/ability to establish and maintain effective working relationships with legislators, commissioners, mayors, office staff, coworkers and general public.

11. Knowledge of research procedures and the ability to communicate and document findings and provide reports.