

LEGISLATIVE COORDINATOR

NATURE OF WORK

This is professional and highly responsible administrative work coordinating the work in the Legislative Affairs Office.

An employee in a position allocated to this class assists the Director in coordination of the State Legislative Program and assists in the County's grant writing programs. Work is performed under the supervision of the Director, Legislative Affairs and is reviewed through conferences, reports and results achieved.

EXAMPLES OF WORK

Assists Director with the internal coordination of the State Legislative Program.

Responsible for the County's legislative efforts regarding transportation, health care and social service priorities and advocating those issues with the legislative delegation.

Will be traveling to Tallahassee for committee meetings and legislative sessions.

Represents the County at legislative events by attending local meetings with state elected officials and following up on issues initiated by members of the County's Delegation members.

Implementing post session recognition ceremonies for local delegation members.

Attend Florida Association of County legislative meetings to participate in the advocacy of local priorities at the state level.

Responsible for the coordination of grant writing programs within the County.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the office of the Legislative Affairs and State and local governments.

Considerable knowledge of the structure and function of various County departments.

Ability to communicate effectively both orally and in writing.

Ability to work independently and exercise independent judgment.

Ability to establish and maintain effective working relationships with State and local officials and a variety of County officials.

Ability to research and develop information from a variety of sources.

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AT WILL

LEGISLATIVE COORDINATOR - CONT'D

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited four year college or university with major course work in Public Administration, Business Administration, Organizational Management or a related field; three years experience in the legislative process; or any equivalent combination of training and experience.

07/2006