

### LEGISLATIVE AIDE III

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman of the Board of Legislators and the Clerk/Chief of Staff, incumbents of this class are responsible for performing various functions for assigned members of the Board of Legislators. Responsibilities include: research and analysis of program and legislative data; recommending legislative strategies; development of position papers; drafting legislation; advocacy; as well as community relations work. Incumbents at this level work on assignments characterized by high public visibility, impact, and public sensitivity and is further distinguished by the complexity of the issues and the independence with which the employees perform assignments. This work is often of a confidential nature requiring discretion and good judgment in handling situations. Work may require late working hours or working on weekends as needed. Supervision may be exercised over lower level staff. Does related work as required.

#### EXAMPLES OF WORK: (Illustrative Only)

As needed, performs responsibilities included in the Legislative Aide II job specification, or other projects or assignments as determined by the Clerk/Chief of Staff;

Brings relevant policy issues to the attention of the Chair of the Board of Legislators and assigned Legislators, makes recommendations for legislative strategies, develops legislative initiatives to attain goals and objectives;

Analyzes the impacts of proposed legislation on county programs and goals, and recommends advocacy strategies or alternatives for the consideration of Legislative and senior staff;

Acts as a liaison and may confer with special interest groups, other government agencies or other officials to discuss legislative initiatives and coordinate support activities;

Answers questions for legislative committees on proposed legislation and initiatives regarding fiscal, program, and legal implications;

Advises and assists on legislative issues including coordinating press strategy with the Communications Director;

Researches and writes reports, analyses, and legislation relating to county operations, current issues, or items under consideration, including their impact upon County and/or local government and to ensure compatibility with state programs and initiatives as well as prevent duplication of services, and other projects as assigned by the Chairman, Chief of Staff or assigned Legislator;

Provides strategic support to the Chairman, Legislators and members of special committees of the Board of Legislators by reviewing and analyzing issues and documents prior to legislative action;

Works with the independent auditors and special consultants contracted by the Board of Legislators;

May monitor departmental expenditures, funding proposals, capital projects, and agreements, as assigned;

EXAMPLES OF WORK (Con't):

Coordinates and assists in the development, preparation and drafting of legislative documents, as well as related reports and analysis, and monitors the progress of the legislative process to insure goals and objectives are met;

Analyzes proposed, pending and enacted legislation (both County and State), news events, constituent and special interest groups events, etc., to report the impact (including fiscal and legal) on County operations, interests and needs to Legislators and senior staff;

Coordinates the research, preparation, formatting, drafting and distribution of Legislator's newsletters, speeches, news releases, information pamphlets, bulletins and other forms of communication designed to inform the public of proposed legislative materials and actions as well as the functions, goals, programs, and regulations of the Board of Legislators;

Performs a variety of administrative and administrative support tasks to insure the smooth and effective operation of the office and provides strategic assistance and support to Legislators, Clerk/Chief of Staff, and Committees as required;

Establishes and maintains cooperative working relationships with a variety of governmental staff at the local, county and state levels, in order to obtain a comprehensive view of assigned projects or tasks and promote the interests of the county;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the legislative process in Westchester County and New York State; thorough knowledge of techniques used in policy and legislative research, program analysis and planning; thorough knowledge of the structure of Westchester County government, including local municipalities; thorough knowledge of the authority and responsibilities of the various legislative committees; good knowledge of the principles and practices of public fiscal administration, public funding mechanisms and regulations, and the county budget process; good knowledge of administrative analysis methods and techniques; skill in the analysis and interpretation of legislation, regulations and legal procedures; skill in the use of computer applications such as spreadsheets, word processing, e-mail and database software; ability to identify and analyze significant issues and trends affecting Westchester County; ability to develop and direct the efforts of groups in the development of legislative proposals; ability to organize and present clear and concise oral and written reports including findings, conclusions and recommendations; ability to organize and participate in meetings, public hearings and conferences; ability to establish and maintain cooperative relationships with public officials, constituents, the press, and lobbyists; ability to exercise sound and professional judgment and discretion in handling sensitive and confidential issues; flexible work schedule; resourceful; initiative; sound judgment; discretion; integrity; tact; diplomatic; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of professional governmental experience which included responsibility for legislative or public policy analysis, as well as involvement with the public or the media.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Public Administration or closely related field may be substituted on a year for year basis for up to two years of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department as a post-secondary, degree granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.