

LEGISLATIVE LOBBYIST

DEFINITION

Under general direction of the County Executive, to perform legislative research and lobbying on behalf of Dane County in the state legislature and all committees thereof, with the Governor's Office and with state agencies as well as federal representatives. Research and lobby on federal issues directly affecting Dane County, most often through work with the federal legislative delegation. Perform related work as required.

EXAMPLES OF DUTIES

Meets with individuals and committees as necessary to lobby on behalf of Dane County with the State Legislature, Governor's Office and State agencies; develops materials as necessary to further the lobbying efforts of Dane County; develops and maintains a system of reporting information to the County Executive and the County Board regarding the status of pending legislation and other issues at the state and federal level; develops and maintains a system for gathering information from and sharing information with county department heads about state and federal level issues; works closely with representatives of other municipalities and organizations whose interests are similar to influence the outcome of pending legislation.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree from an accredited college or university in political science, public administration, journalism or related area and five years of governmental/legislative lobbyist experience, including county or municipal governmental representation.

Knowledge, Skills and Abilities: Knowledge of county government and the state legislative methods and procedures; working knowledge of the law and ability to analyze effects of proposed legislation; skill in public speaking; oral and written communication skills; and the ability to establish and maintain courteous and effective working relationships with state, federal, legislators and county officials.