



## CLASS SPECIFICATION

Class Code: 60015750  
60018625  
Date Est: 06/2006  
Last Rev: 08/2020  
Last Title Chg: 08/2018  
FLSA: exempt  
Probation: 12 months

### GOVERNMENT AFFAIRS LIAISON

#### **DEFINITION**

Under administrative direction, manages government affairs programs within Washoe County, individual County departments, or the Health District, including state and federal lobbying programs, to ensure the County's interests are represented at the local, regional, state and national level; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree in political science, public administration, business administration or a closely related field AND four years of full-time experience in government affairs/relations, or as a management or policy analyst in a professional or government advocacy role related to local, state or federal legislative issues; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the functions and activities of assigned government affairs program at the Nevada Legislature and the United States Congress which includes consulting with contract lobbyists, County departments and other government agencies; seek input from appropriate County staff; provide information to management, the Board of County Commissioners or the District Board of Health and to legislators; and coordinate presentation and testimony of County staff and lobbyists before legislative committees.

Monitor proposed legislative issues, bills, resolutions, ordinances and meetings at the local, regional, state and federal level; analyze potential impact on County government or the Health District and alert appropriate staff of potential changes; request input from a variety of sources; assist in formulating the County's or Health District's position on issues.

Develop strategies, advocate and lobby to persuade diverse audiences to accept the County's or Health District's position on various issues; function as the County or Health District's advocate on issues of legislative concern.

Conduct research, collect data, analyze findings, prepare recommendations and facilitate meetings/workshops in support of assigned government affairs program; research and articulate the County's or Health District's position to ensure legislation is in the County's or Health District's best interest.

Develop and maintain contacts with legislators, elected officials, representatives of other governmental agencies and other lobbyists related to the County's or Health District's legislative and intergovernmental objectives.

Prepare complex technical reports which communicate goals, objectives, priorities, policies, work flow designs, legislative positions and procedures that have divisional, department or County-wide impacts; summarize and report results, findings and recommendations.

Develop and administer annual work plans; research and assist in the preparation of annual budget proposals for the assigned government affairs program; monitor lobbying contracts.

Appear before city councils, regional boards and commissions, legislative committees, advisory committees, government agencies and other special interest groups.

Coordinate with management to develop and write policy for new or revised legislation pertaining to area of assignment.

Respond to requests and inquiries from legislators, media, County staff and the general public regarding bills passed or pending and assist in formulating the County's or Health District's positions on various legislative issues.

May provide training, and assign and review the work of staff within assigned area.

Coordinate with County departments or Health District divisions to develop legislative proposals that will enhance the County's or Health District's ability to better serve Washoe County residents.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Policies, practices and procedures of Washoe County including the Board of County Commissioners and other governing boards.

Organizational structure of Washoe County government, operations and services in relation to other governments, agencies, community organizations and citizen groups.

Policies and procedures of the Nevada Legislature regarding lobbying and testifying before designated committees, and attendance at legislative sessions and hearings.

Computer software specific to the assigned department/division.

### **Ability to:**

Formulate goals, objectives, strategies and action plans.

Develop and monitor an annual budget.

Develop and utilize research material, spreadsheets, graphics, databases and other computer applications to assist with analytical studies, reports, and projects.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Principles and practices of public administration.

Federal, state and local legislative processes.

Quantitative and statistical analysis.

Advocacy, consensus building and group facilitation techniques.

Methods and techniques of research and data collection.

Modern office procedures, methods and equipment.

Program budgeting principles.

**Ability to:**

Interpret and apply statutes, codes, regulations and policies pertaining to state and local governments.

Analyze complex legislative issues, evaluating alternatives and making creative recommendations.

Recognize and understand issues of a sensitive nature; analyze situations, identify appropriate alternatives and recognize consequences of proposed action and non-action; negotiate mutually satisfactory solutions to issues and implement appropriate responses and/or recommendations.

Provide explanations, information, answer questions and makes recommendations for action in a manner that does not intimidate or provoke members of the public.

Organize and prioritize work to meet schedules and timelines.

Lead, train, and assist in development of new team members.

Work independently and exercise good judgment.

Compile and analyze data.

Prepare clear, concise and accurate analytical and statistical reports.

Write comprehensive narrative reports and recommendations.

Communicate effectively, make eye-contact; prepare and present clear, concise and accurate statements and reports; be articulate and speak with confidence; make visual and oral presentations; tailor the message to the intended audience.

Operate a computer and associated programs.

Make effective oral and visual presentations to individuals and groups.

Design and present audio/visual materials.

Develop and maintain effective, cooperative and productive working relationships with those contacted during the course of work including the media, elected and appointed officials, management, County staff, citizen groups and advisory boards, the general public and others contacted.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to work in a standard office environment. Frequent travel from Reno to Carson City.