

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1212

TITLE: LEGISLATIVE DIRECTOR

GRADE: S-34

DEFINITION:

Under the direction of the County Executive, directs the County's federal and State intergovernmental relations program and manages and supervises the internal and external governmental relations function (lobbyists and support team) in the Office of the County Executive; serves as the principal legislative liaison with State and federal officials and as the County's chief legislative spokesperson and lobbyist/advocate for the Board of Supervisors' initiatives and positions; influences national and State policy positions in accordance with County positions and coordinates with other jurisdictions to identify and develop common legislative agendas for consideration by the General Assembly or Congress; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Legislative Director is distinguished from the Legislative Liaison in that the Legislative Director manages the State and federal intergovernmental relations function, supervises the County's internal and external lobbyists and legislative support team and reports to the County Executive and the Board of Supervisors; whereas the Legislative Liaison has less than full responsibility for the activities of the County authorized by the Board of Supervisors and works in collaboration with the Legislative Director.

ILLUSTRATIVE DUTIES:

Oversees the development and implementation of the Board of Supervisors' annual federal and state legislative and budget initiatives/principles/positions;
Assesses the impact and directs any response to proposed legislation affecting the County in coordination with all County agencies;
Manages the federal and State intergovernmental relations function of the County;
Represents the positions of the Board of Supervisors at Congress or the General Assembly; also supervises any external contract lobbying efforts to that end.
Assists and reports to the County Executive and the Board of Supervisors on all assigned aspects of federal or State legislation which enable or impact the operations of the County;
Initiates development of executive recommendations for legislative/budget initiatives or positions to be considered by the Board as part of County's annual legislative program or activities;
Researches, analyzes and evaluates Board of Supervisors' referrals of issues for consideration by the Board's Legislative Committee and provides staff recommendation to the Board;
Serves as lead staff to Legislative Committee of Board;
Coordinates the work of the County's internal and external lobbyists on legislative, operational, logistical and technical issues;

Coordinates development of draft legislation and budget amendments for initiation at Congress or the General Assembly, in conjunction with other internal or external entities (including, for example, the Office of the County Attorney, the State's Division of Legislative Services, Department of Management and Budget, and Congressional or General Assembly staff; Meets Fairfax County Legislative Delegation leadership to select patrons for County legislative or budget initiatives, and to develop strategies for the pursuit of the County's and Northern Virginia's legislative agendas;

Lobbies and presents information on Board initiatives and positions with General Assembly members individually, at committee meetings, public hearings or as appropriate during the Session and the off-Session;

Directs all lobbying activities of the County's multidisciplinary legislative team during the Session and throughout the year;

Researches, analyzes and evaluates legislation and studies of impact to the County, and provides briefings, strategies, and recommendations to the County Executive and Board of Supervisors; Directs County-wide interagency legislative review team for purposes of department-level analysis of State legislation;

Writes correspondence or testimony on federal or State legislation as directed by the Board of Supervisors;

Oversees the tracking of the progress and status of all relevant State legislation and reports this information to the Board of Supervisors and the Fairfax County Legislative Delegation, as well as the Congressional delegation, as appropriate;

Lobbies all legislation identified as impacting the County, as directed by the Board of Supervisors;

Directs the annual distribution of all enacted State legislation to County departments which have primary responsibility for implementation; similarly, federal legislation, as necessary;

Represents the Board of Supervisors' position and County interests in development of the annual Virginia Association of Counties (VACO) and the Virginia Municipal League (VML) legislative programs; periodically participates in NACo legislative activities;

Pursues County positions and interests in coordination with those of other local jurisdictions regionally and Statewide to identify and develop common legislative agendas, particularly for the General Assembly;

Directs County government relations as liaison with federal and state Legislative Delegations and Congressional/General Assembly legislative staff and State executive staff;

Provides information on County's legislative program and activities to the media and public;

Supervises the administration of the County's legislative tracking database as well as development and implementation of a County government relations website, or participation in social media, as appropriate;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of effective methods of promoting legislative and public policy interests with federal and State legislative and executive branches;

Extensive knowledge of federal, State, regional and local legislative processes, including the organization, structure and operation of the respective levels of government;

Working knowledge of federal, State and local budget processes;

Working knowledge of State and local government laws or principles that control the activities and functions of local government, especially in light of the Dillon Rule;

Ability to perform research, analysis and evaluation of policy issues at the executive level of the public or private sector, and to develop effective courses of action;

Ability to establish cooperative working relationships with elected and appointed officials at the federal, State, regional and local levels, including the ability to develop consensus which accommodates conflicting interests and viewpoints;

Ability to supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to organize, plan and direct a variety of activities.

NECESSARY SPECIAL REQUIREMENTS:

This position requires extensive travel. The individual in this position is expected to live in Richmond for the duration of the annual legislative session of the Virginia General Assembly. The position also requires attendance at legislative meetings throughout the year, primarily in Richmond, as well as other sites in the State, or the Washington, D.C. area.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four year college or university with course work which includes public administration, political science, communications, policy analysis or a related field; PLUS Six years of progressively responsible experience in federal and/or State government relations for a private, non-profit, or public entity.

CERTIFICATES AND LICENSES REQUIRED:

Registration with the Commonwealth of Virginia, as a lobbyist for the County of Fairfax, within 15 days of hire and annually thereafter.

REVISED:	August 8, 2012
REVISED:	July 31, 2006
REGRADED:	July 8, 2006
RETITLED/RE-GRADED:	April 28, 2005
ESTABLISHED:	May 3, 2001