

**CLASS SPECIFICATION**

**GOVERNMENT RELATIONS LOBBYIST I**

\$33.56 - \$60.73 hourly  
\$2,684.80 - \$4,858.40 biweekly  
\$69,805 - \$126,318 annually

**CLASS CODE: 30003061**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Government Relations Lobbyist II, Manager, or other management- or executive-level position. Under general direction, advances the City's legislative policy agenda through representation in legislative proceedings and strategic advice to City Council and Bureaus/Offices. Classification is exempt from Civil Service.

Responsibilities include: developing strategy for advocacy and public policy engagement with other governmental stakeholders; working with City Council and Bureaus/Offices to formulate legislative priorities and agenda; lobbying and representing the City to legislators and elected and appointed officials; promoting the City's state and federal legislative and policy agenda; monitoring and reporting on legislation that may impact City programs, operations, and policies; working with regional, statewide, or federal partners; developing coalitions to advance mutual legislation, financial and policy goals. Requires seasonal travel when legislative proceedings are in session and strategic outreach trips.

**DISTINGUISHING CHARACTERISTICS**

Government Relations Lobbyist I is the first of two classifications in the Government Relations Lobbyist series.

Government Relations Lobbyist I is distinguished from Government Relations Lobbyist II in that the latter supervises staff, including Government Relations Lobbyist I positions, and manages the state legislative program.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work with Bureaus/Offices to identify and refine issues to be included in legislative agendas; mediate conflicts when concepts impact multiple Bureaus/Offices; recommend City positions and actions on legislation to achieve desired results and provide likelihood of success; present agendas to City Council during work sessions and for final approval; communicate with Bureaus/Offices and City Council regarding legislative status and strategy updates.
2. Track, analyze, and interpret proposed legislation on matters related to City programs, operations, policies, fiscal matters, and other relevant issues; draft legislation summaries, position papers, and regular correspondence regarding legislative updates to City Council and Bureaus/Offices; contribute content to legislative communications, including but not limited to legislative agendas and reports.
3. Conduct research to recommend solutions and propose strategies for legislative action; directly lobby, advocate, and negotiate for the City's legislative agenda to legislators and others in order

to introduce and pass legislation; propose revisions to legislation consistent with City interests and work to defeat bills contrary to City interest; develop and maintain relationships and continuous levels of public policy engagement with legislators and their staff, elected and appointed officials, community partners, and other stakeholders.

4. Facilitate and advise City Council, Bureau/Office directors, and policy staff in lobbying legislators and elected or appointed officials; coordinate meetings between City Council members and Bureau/Office directors with legislators, their staff, and other elected and appointed officials; brief City Council, Bureau/Office directors, and policy staff prior to meetings.
5. Collaborate and travel to meet with regional, statewide and/or federal partners to vet concepts, build initial support, and develop coalitions to advance mutual legislative interests.
6. Represent the City's interests to external organizations, serving on external policy committees, and in other public forums; write and review letters of support or opposition on behalf of the City; testify before legislative committees.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Government Relations Lobbyist II, Manager, or other management- or executive level position.

This classification does not have supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of intergovernmental affairs, community relations, and public affairs issues and challenges, relevant laws and regulations, and court decisions applicable to City programs, operations, and policies.
2. Knowledge of responsibilities and obligations of public officials and governmental agencies.
3. Knowledge of legislative processes, steps, and influence points.
4. Knowledge of conflict resolution and coalition building.
5. Knowledge of negotiation techniques and the ability to apply them in lobbying on behalf of the City.
6. Ability to learn the City's key functions and interrelationships of Bureaus/Office's strategies, programs, policies, and operations and legislative positions.
7. Ability to navigate sensitive political environments.
8. Ability to perform legislative, financial, statistical, and comparative analysis and research.
9. Ability to prepare clear, concise, accurate, and complete analyses, reports, correspondence, records, and other written materials.
10. Ability to establish and maintain effective working relationships with elected officials, legislators, the public, Bureau/Office staff, intergovernmental and other agency staff, and others encountered in the course of work.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in public administration, political science, public policy, or a related field;

AND

**Experience:** Three (3) years of progressively responsible experience in legislative analysis or intergovernmental affairs.

**Special Requirements and/or Qualifications:**

A valid state driver's license is required.

**Preferred Qualifications:**

Juris Doctorate from American Bar Association certified law school; license to practice law in the State of Oregon; master's degree in public policy, public affairs, or related field from an accredited college or university; or equivalent work experience.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: