

LEGISLATIVE AFFAIRS PROGRAM MANAGER

CLASS CONCEPT

This is professional work in managing a diversified legislative program for a State agency. Employees serve as part of the executive management team planning, designing and coordinating all legislative and/or governmental affairs. Work at this level is characterized by a comprehensive understanding of issues which often involve complex, controversial and sensitive issues for a moderate to large agency; or, may involve constitutional separation of power and constitutional policy issues which may transpire with reporting to an elected official. Employees advise and strategize with executive management on legislative policy formation, direct long-range initiatives, and work with the appropriate managers and interest groups to develop approaches to promote legislation and shepherd proposals through the legislative process. Work is performed with substantial independence in maintaining relationships with constituent groups, building rapport with members of the N.C. General Assembly and legislative staff, and in monitoring relevant legislative matters. Work may also include developing strategy at the federal level or analyzing other state and national trends. Work is performed independently and is evaluated for overall program effectiveness by an executive or high-level administrative official. Employees may supervise a group of professional and support staff in implementing desired programs. Employees perform related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities:

Knowledge of the organization and programs of the assigned agency, and a strong knowledge of the principal leadership in the agency, state government, the N. C. General Assembly and U. S. Congress.

Knowledge of federal, state and local government operations.

Knowledge of the state and federal legislative process, the political process, and lobbying techniques.

Knowledge of public policy formulation and implementation processes. Knowledge of and skill in research methods and data analysis.

Ability to exercise judgment in appraising and analyzing situations and making sound decisions.

Ability to understand state statutes and other laws and regulations governing the agency, as well as ethics and lobbying laws and issues.

Ability to establish and maintain working relationships with congressional officials and members and staff of the NC General Assembly, agency staff, public officials, and others.

Ability to supervise the work of others.

Ability to make presentations and to speak and write clearly.

Minimum Training and Experience Requirements

Graduation from a four-year college or university with a major in political science, public administration, communications, journalism, English or closely related curriculum and five years of professional experience in lobbying, governmental relations, political campaigns, broadcasting, communications, or public relations; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.