

City of Somerville, Massachusetts
Job Description

Position Title:	Legislative Liaison	Grade Level:	D
Department	Executive Office	Date:	6/1/2016
Reports to:	Intergovernmental Affairs Director	FLSA Status	Exempt

Statement of Duties

Responsibilities include communication and coordination with key external partners such as the Board of Aldermen, the State Delegation, the Federal Delegation, the Governor's Office, executive offices in other municipalities, and the School Department as well as other public entities, business associations, and non-profit organizations. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as liaison to the Board of Aldermen, the State Delegation, the Federal Delegation, the Governor's Administration, other municipalities, and the School Department; works closely with Intergovernmental Affairs Director to respond to requests and effectively collaborate with key external partners.
- Builds information links so that data flows efficiently between the Mayor, Departments, The Board of Alderman and the public.
- Collaborates with the Mayor, Board of Aldermen, Intergovernmental Affairs Director, and other Departments as necessary, to develop policy recommendations.
- Works with the Board of Aldermen to find answers and identify solutions to questions and concerns raised by residents.
- Participates in citywide budget planning and review in preparation for Board presentations; responds to related Board inquiries.
- Tracks local, state, and federal legislation of importance to the City of Somerville; collaborates with relevant Departments to advocate and write testimony of behalf of the City.
- Serves as project manager on specific initiatives.
- Represents the Administration at Board of Aldermen meetings and public meetings as needed.

Supervision Required

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical

City of Somerville, Massachusetts
Job Description

adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

Accountability

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Personal Contacts

Relationships are primarily with co-workers, the public, and local and state officials involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Confidentiality

Employee has access to confidential information obtained during the performance of the regular duties of the position.

Recommended Minimum Qualifications

Education and Experience: Bachelor's Degree in public policy, public administration, business, finance, statistics, or computer science and three (3) years' experience; or any

City of Somerville, Massachusetts
Job Description

equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree preferred.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of municipal operations. Working knowledge in handling and analysis of administrative data practices and techniques; working knowledge of office software including word processing, access and spread sheet applications. Knowledge of accounting and finance analysis techniques to interpret and manipulate departmental financial information and to assist with the design and development of the program/performance based budget.

Abilities: Ability to establish and maintain effective and harmonious working relationships with department personnel conflicts regarding strategy, policy and operations; ability to work independently in an efficient manner; ability to communicate effectively in written and oral form; ability to establish and maintain complex record keeping and accounting systems; ability to manage multiple tasks in an efficient manner; ability to carry out assignments to completion in an efficient and accurate manner. Ability to develop excellent facilitation and public speaking skills.

Skill: Skill in operating personal computers and applicable word processing and spread sheet applications; excellent interpersonal skills; time management skills, self-motivational skills and organizational skills are very important. Excellent written and public speaking communication skills.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.).

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills

City of Somerville, Massachusetts
Job Description

Visual demands require constantly reading documents for general understanding and analytical purposes.