



Job Description

Legislative Manager

Association of California Cities – Orange County

Updated December 13, 2018

The Legislative Manager is an integral part of the Association of California Cities – Orange County. Under the general supervision of the Executive Director, this position manages the legislative and advocacy activities of the association. As such, this position wears many hats and is required to apply exceptional organizational, analytical and managerial skills.

Additionally, the Legislative Manager is an advocate and champion for the organization and is always keeping an eye out for key issues and opportunities.

This position reports to the Executive Director and may oversee one or two program staff and interns. This position frequently interacts with the ACC-OC Executive Director, Board members, ACC-OC committee chairs, state and federal legislators, the ACC-OC government relations advocate, and other stakeholders. As such, the position requires good judgment with regard to the decision-making, information sharing, and reporting chain of the organization.

NOTE: Depending on applicants and the ACC-OC's future needs, the ACC-OC may choose to seek the services of an independent contractor for key aspects of this role. If you are an applicant that would prefer to work within a true independent contractor relationship for legislative analysis and serving the ACC-OC in that role, please so note in your submittal.

While not limited to these general categories and specific tasks, the Legislative Manager can be expected to lead, manage and/or support roles in the following operations of the ACC-OC:

Issues Management and Legislative Monitoring

- Maintain relationships and interface with ACC-OC policy/legislative/regulatory consultants to identify and evaluate legislative and regulatory proposals;
- Determine and maintain a comprehensive legislative matrix of all bills relevant to the organization; track each bill's progress through the legislature or Congress and update the matrix as appropriate;

- Prepare and distribute monthly e-newsletter to ACC-OC Members containing updates on Sacramento and Washington DC activities, bill statuses, ACC-OC positions, and sample letters;
- Maintains Association’s CapitolTrack (or equivalent) software, ensuring expedient response to member requests for tracking, and customization of the software tool to city needs. This includes visits to member cities, and working with members over the phone to customize their tracking benefits
- Draft and disseminate legislative advocacy letters (in collaboration with appropriate parties); maintaining a detailed record of all letters sent;
- Maintains the Association’s legislator contact database and maintains strong, respectful relationships with legislators on behalf of the Association. Ensures communications and involvement of legislators in the Association’s “Legislative and Regulatory” Committee activities;
- Manages the Association’s annual advocacy trips to Sacramento and DC, ensuring costs are covered, that meetings are coordinated that align with association priorities, ensures broad participation of association policy committee leaders and members, and ensures that key ACC-OC issues are addressed in legislative meetings.
- Serve as the staff manager of the Legislative and Regulatory Committee, which includes:
 - o Provides “eyes and ears” legislative intelligence and updates to Legislative Committee members, drives agenda topics (in collaboration with appropriate parties), and ensures key issues that may impact cities and stakeholders are addressed and responded to.
 - o Meeting notices and agenda preparation, and ensuring there is broad participation among Association member cities and affiliates.
 - o Communications with CEO, and subsequently committee Chair to ensure a complete and prepared agenda
 - o Offering leadership where appropriate and scheduling expert speakers and presenters to committee meetings when appropriate
 - o Keeping and reporting of meeting action minutes
 - o Committee member roster and committee communications maintenance

Legislative Communications:

- Assist with the production of all communications materials, including:
 - o Weekly newsletter
 - o Website copy
 - o Periodic blast emails
 - o Social media messaging
 - o Special projects, as necessary

Policy Committee Management

- Serve as staff to any ACC-OC policy committee as directed by the Executive Director – duties here may include:
 - Works with Association executives to drive agenda, and ensures key goals and objectives are established and met for each committee in support of the Association’s strategic plan
 - Meeting notices and agenda preparation for monthly meetings of each policy committee
 - Communications with Committee Chairs to ensure goals are met, and policy resources are being developed
 - Keeping and reporting of meeting action minutes
 - Committee member roster maintenance
- May conduct issues-based research and tracking related to policy committee objectives

Policy Forums and Event Management

- Work in concert with other ACC-OC staff to manage logistics of all ACC-OC events (dinner programs, policy forums, advocacy trips, receptions, conferences, meet and greets, etc.)
- Assist in determining speakers and speaker topics and in drafting flyers, emails and other promotional items
- Assist with day-of logistics, specifically where it relates to program content
- Ensures budget goals are met where possible, including conference sponsorship goals.

Special Tasks

- May be called to represent the ACC-OC to other organizations and/or to attend other ACC-OC committee meetings as needed or necessary;
- Other duties as assigned

Qualifications & Experience:

Any combination of experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- One to three years of increasing professional level responsibility involving legislative and/or regulatory advocacy and/or legislative tracking, or related field requiring similar skills.
- Experience in one or more of the following areas preferred: city government, membership service organizations, nonprofits, state or federal government including legislative offices,

meeting and events, public affairs/relations, marketing, branding, media, graphics, websites, writing, fundraising, local or regional government.

- A Bachelor's Degree in public policy, public management, management, business administration, political science or a similar field is desirable.

Must have excellent management, leadership and strategic skills, multi-tasking and organizational skills, the ability to work collaboratively and thrive in a rapidly changing and often political environment. Must have a positive, can-do attitude and value continuous professional development. Must have good judgment, attention to detail and a keen sensitivity and responsiveness to member needs and requests.

Proficiency with Microsoft Office applications, cloud environment, social media, constant contact, electronic communications, and proficiency with basic visual layout programs required. Private sector or nonprofit experience a plus. A bachelor's degree desired.

Location: ACC-OC's office is in Orange, California, subject to change as the office lease may transition to another location or work style.

Work Schedule & Rate of Pay: Hours are determined such to best suit the needs of the ACC-OC, but normal business hours are currently Monday – Friday 8:00 a.m. to 5:00 p.m, with evening meetings and events sometimes required. Alternating Fridays are off, although sometimes the Manager may be called to attend a key meeting on an “off” Friday.

Work hours for this position are understandably flexible given early and late meetings and events as well as advocacy trips. The expectation is that the Manager will work 40 hours per week on a regular basis, being flexible about specific hours worked under the direction of the Executive Director.

The salary listed for this position in the adopted 2019 Budget is up to \$65,000 per year.

This position is FLSA exempt. It is eligible for ACC-OC employee benefits, including vacation and sick pay (once a certain tenure threshold is reached), health insurance and a modest 401(k) plan. Parking is provided, as is a laptop. The ACC-OC reimburses for work-related expenses, including paying 80% of a person's personal cell phone monthly bill.

Notes:

1 - Selection Process. Candidates deemed most qualified, as reflected in their application materials, will be invited to continue in the recruitment process. The prospective candidate must successfully complete a thorough background review. The resulting report will be evaluated along with the other information received in connection with your application.

Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature, date, surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.

As noted herein, should the desired applicant wish to serve in an independent contractor role, the ACC-OC may consider that as an alternative to an in-house staff member, provided that the arrangement is compliant with all laws and regulations.

2 – Equal Opportunity Employer and Prohibition of Discrimination and Harassment. ACC-OC is an equal opportunity employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations of California or the United States.

3 – At Will Status. The ACC-OC is an organization with revenues based on member dues and member participation. City member participation drives the organization's staffing levels. Because City member participation can vary year to year, the Association cannot offer long-term contracts to any employee. All employee relationships to the organization are at will and subject to termination without cause with 30 days' notice.

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