Job Description

Position Summary
Provides complex administrative, analytical and professional support in day-to-day operations of assigned program, department, policy committee and/or legislative activities. Performs complex research, analysis and duties supporting a variety of program areas including legislative services, grassroots lobbying, policy development, and department and educational programs. Provides logistical support for lobbying activities; fills in for lobbyists; attends meetings and hearings; testifies at legislative hearings on behalf of assigned lobbyists and Cal Cities. Collects, analyzes and presents data; writes articles on policy issues; coordinates activities and information for task forces and policy development committees and serves as liaison between Cal Cities and member agencies and committees. Performs related duties as assigned.

Essential Duties and Responsibilities
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides assistance to assigned lobbyists with a variety of legislative, association, and grassroots lobbying activities; drafts legislative position letters and sample letters for member cities; distributes letters as delegated; drafts emails to stakeholders on behalf of lobbyists; edits and proofreads materials.
- Performs a variety of research and analysis on the effects of legislative proposals; tracks bills and legislation, identifies the impact on cities, and creates a detailed written analysis for Cal Cities lobbyists and policy committees; creates, distributes, and analyzes surveys to members; tracks trending news stories and topics for assigned issues.
- Participates in legislative meetings and telephone/conference calls on behalf of lobbyists as needed; testifies in legislative committees on behalf of lobbyists as
assigned; speaks and coordinates with Capitol staff regarding legislation and legislative meetings.

- Responds to legislative and related inquiries from city officials, Cal Cities regional representatives, interested parties, and staff members from the state legislature and executive branch.
- Identifies and recommends potential conference panel speakers for educational conferences; attends conferences and network with members regularly; provides support for department and other educational webinars, such as creating PowerPoint slide decks; provides assistance at Cal Cities’ annual conference where needed.
- Provides administrative and professional support to assigned policy committee(s), including writing policy committee analyses and highlights; prepares agendas, handouts and supporting materials for distribution at committee meetings; records and prepares committee highlights.
- Performs a variety of administrative support functions in support of Cal Cities’ legislative priorities; maintains website content for areas of responsibility; maintains listservs; participates in writing, editing and compiling information for Cal Cities’ legislative briefing book.
- Develops, recruits and staffs Cal Cities task forces.
- Stays informed of major issues and legislation in assigned areas; prepares articles for publication.

**General**

- Travels regularly to locations throughout California in the performance of duties.
- Works beyond Cal Cities’ normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
- Performs other duties as required.

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**Job Qualifications**

**Knowledge/Skills:**

- Knowledge of and ability to interpret and apply Cal Cities’ internal policies, procedures, rules, regulations and processes.
- Knowledge of federal, State, and local government organizations, governing process, laws, regulations and ordinances.
- California legislative and regulatory process and effective advocacy techniques.
- Effective legislative research, analysis and tracking; effectively determine the effect of proposed legislation on Cal Cities and cities; write analyses, newsletter articles and position letters.
- Knowledge of membership organizations.
- Principles and practices of communications, public speaking, public relations and public affairs.
- Microsoft Office software, other software and hardware used by Cal Cities.
- Simultaneously plan, direct and manage competing demands, projects, assignments and responsibilities on a daily basis.
- Understand and carry out both verbal and written directions in an independent manner.
- Be self-supervising and independently follow through on necessary tasks.
- Research and post information to the Internet.
- Represent Cal Cities to city officials as required.
- Function as a team member.
• Employs strategies and approaches to ensure and improve inclusion, diversity and equity-based outcomes within the organization and across Cal Cities policies, programs, and services.
• Establish and maintain effective work relationships with those contacted in the performance of required duties.
• Evaluate and orally communicate information promoting Cal Cities’ legislative agenda.
• Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing.
• Establish and maintain effective work relationships with those contacted in the performance of required duties.
• Provide effective customer service to both internal and external customers.
• Perform effectively both independently and as part of a team.
• Sustain a positive, “can-do” attitude and commitment to customer service for both internal and external customers.
• Respond immediately to changes, demands and workload in a positive and pleasant manner.
• Perform duties with professionalism, both individually and as a member of a team.
• Interpret and apply Cal Cities policies, procedures, guidelines, rules and regulations.
• Travel as needed to perform duties and advance organization goals and objectives.

Experience and Training

Bachelor’s degree in political science, economics, communications, history, planning, or a related field. Graduate degree in a related field is desirable. Two (2) years of experience with demonstrated success in legislative or local government research and analysis, including drafting letters, reports and written analysis or a combination of education and experience which provides the required knowledge, skills, and abilities. Subject matter expertise in areas of assignments is strongly desirable. Some direct connection to local government is desirable.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance.

Equipment Used

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<thead>
<tr>
<th>Equipment Used</th>
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<tbody>
<tr>
<td>Computer, keyboard, mouse</td>
<td>Copier</td>
<td>Scanner</td>
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<tr>
<td>Fax machine</td>
<td>Telephone</td>
<td>Smart Phone</td>
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<tr>
<td>Automobile</td>
<td>Current office applications</td>
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