

LEGISLATIVE AND CONSTITUENT LIAISON (CHAIR)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative and liaison work involving responsibility for assisting the Chair of the Legislature with community outreach and Legislative initiatives on behalf of the citizens of Rockland County and in order to carry out the mandates of the Legislature. The work is performed under the direct supervision of the Chair of the Legislature and the general direction of the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison to community organizations, New York State officials and representatives, Rockland County departments and agencies, community organizations, other counties, etc., in order to exchange information, resolve problems, identify and develop Legislative initiatives, etc., on behalf of the Chair of the Legislature;

Plans and participates in community outreach activities to facilitate citizens' awareness of Legislative initiatives, legislation, goals, etc.;

Attends a variety of meetings and conferences, on behalf of and as assigned by the Chair of the Legislature;

Researches a variety of issues, as assigned by the Chair of the Legislature, and prepares reports regarding same;

Coordinates and completes special projects and plans special events, as assigned by the Chair of the Legislature;

Monitors and reviews New York State and federal adopted and proposed legislation and provides reports to the Chair of the Legislature, regarding same;

Prepares recommendations of the Chair of the Legislature regarding legislation, procedures, initiatives, etc. for consideration by the full Legislature;

Reviews and researches constituent issues and responds to constituents, as assigned by the Chair of the Legislature;

Answers questions and provides information to others on behalf of and as assigned by the Chair of the Legislature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County of Rockland Legislative processes and procedures; thorough knowledge of the structure and operations of Rockland County government; good knowledge of community organizations and agencies; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material; ability to prepare reports; ability to establish and maintain cooperative relations with others; ability to complete research, especially as it pertains to Rockland County Legislature resolutions and initiatives.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.

R.C.D.P. (01.19.2018) 11.13.2018

Unclassified