

LEGISLATIVE OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized administrative work that involves coordinating legislative processes, including the activities of legislative committees. The work is performed under the general direction of the Clerk to the Legislature and supervision may be provided to Committee Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, reviews and coordinates referrals to the Rockland County Legislature, as directed;
Monitors contracts and ensures that they are properly circulated through the legislative process in a timely and efficient manner;
Coordinates and participates in the distribution of all documents (e.g., hard copy, electronic) to County Legislators and legislative staff;
Oversees the preparation of agendas for committees of the County Legislature to ensure that referrals are correctly included on committee agendas;
Coordinates the distribution of committee agendas to Legislators as well as the media and press, as needed;
Coordinates committee meeting schedules and ensures the proper notification of such meetings in accordance with local laws and policies, including those that pertain to open meetings;
Monitors the disposition of actions identified at committee meetings to ensure appropriate follow-up with staff;
Acts as a liaison with the Deputy Clerk to the Legislature in order to prepare Legislative agendas;
Completes special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures of the Rockland County Legislature; good knowledge of system software (e.g., Microsoft Word, Excel, E-mail); ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to coordinate Legislative procedures and processes; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.