

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEGISLATIVE MANAGER

Department: Administration
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2051
Risk Code: 8810

JOB SUMMARY

Responsible for directing and managing special projects as well as intergovernmental affairs, to include legislative, municipal and departmental services countywide, responsible for leading the County in its legislative, broadband expansion, and community efforts. This person is an ombudsman in communicating and dealing with multiple agencies, boards, and municipalities both locally, statewide, and nationally.

ESSENTIAL JOB FUNCTIONS

- Responsible for leading the Marion County Legislative Team.
- Researches and coordinates local, state and federal legislative issues under the general guidance of the Assistant County Administrator.
- Assists in research and notice of grant opportunities
- Assists County Commission with community program events, travel coordination and various community meetings, as needed.
- Provides and assists in representation of Marion County community wide, and including local, state and federal interests.
- Coordinates, prepares and discusses legislative issues, priorities, strategies and updates with the Board of County Commissioners as well as County staff, as needed.
- Consults with the County Administrator and senior management, municipalities, outside agencies and departments within the County in researching and grant opportunities, as needed.
- Oversees the plans and implementation of legislative activities and programs, ensuring compliance with adopted rules and regulations.
- Monitors and reports federal, state and local laws, rules and regulations governing local government budgets and recommends strategies to ensure compliance.
- Meets regularly with the various department directors/managers to discuss status of legislative projects, programs, plans, resolve problems and related issues affecting the county.
- Establishes and maintains effective and positive relationships with the community.

- Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- Leads any special projects teams tasked with working to achieve the desired outcome, including but not limited to broadband or any other communication/connectivity project.
- Work to achieve both broadband infrastructure and digital inclusion objectives.
- Work collaboratively with the ISPs, NGOs, and county departments to help bring affordable, high-quality broadband to every location and for the residents and businesses to get the full economic benefit of that infrastructure.
- Chair the County's broadband committee, such as the existing Local Technology Planning Team (LTPT) defined by the State of Florida.
- Ensure coordination of all digital inclusion programs to ensure grants that are targeted for Marion County fit an overall master plan that does not duplicate initiatives and builds an integrated and effective overall program.
- Provides excellent customer service to members of the general public and other County employees.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position will function as a lead worker for groups of employees as assigned. Will review the work product of teams; provide guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Business Administration, Public Administration, Accounting, Public Policy, Political Science or a related field, plus five years government experience or an equivalent combination of education and experience. Knowledge of Legislative issues and/or experience working with lobbyists preferred.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret the needs of various entities and respond accordingly.
- Ability to respond effectively to highly sensitive and/or confidential inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial, sensitive or complex topics to top management, public groups, and/or boards.
- Ability to apply mathematical concepts to practical operations or situations.
- Ability to effectively solve disputes, reach compromise, and create a cohesive atmosphere toward accomplishment of a unified goal, while dealing with a variety of variables in situations where only limited standardization exists.

- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Knowledge of the functions, operations, and structure of County government for all areas of the Public and Legislative Services responsibilities.
- Ability to analyze statistical and other data and prepare professional reports, and provide information from these sources to discuss markers.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Knowledge of statues, rules, regulations, principles and practices and procedures related to government and County.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The noise level for this job is quiet but may involve frequent interruptions where noise level will be moderate.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*