

## LEGISLATIVE OFFICER TO THE COUNTY COUNCIL

### NATURE AND VARIETY OF WORK

This is highly responsible professional administrative and technical staff work in directing the legislative activities of the County Council. This work involves responsibilities to the County Council through the Council Administrator for developing, reviewing, and analyzing legislation and zoning matters and rendering opinions to the Council upon request. Such a technical position may supervise subordinate positions, but the complexity of major legislative oversight activities and the high degree of independent judgment, action, and initiative exercised in conjunction with such projects may equate to this level. The position incumbent performs work in accordance with established policies and procedures.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Maintains the legislative program calendar of the legislative branch.

Develops specific timetables/schedules for legislative programs; determines type and nature of report required from other staff elements, and identifies the inputs to come from advisory bodies established by the Council and other agencies of the County.

Identifies the critical elements and problem areas affecting achievement of program objectives.

Performs follow-up action on legislative programs.

Develops information and data for legislative programs as directed, or on own initiative, as a basis for Council decisions.

Provides summaries and briefs on the progress and status of legislative programs.

Provides recommendations on changes to meet schedules and objectives.

Maintains a summary of all major program activities and actions for each Council Member.

Coordinates with other staff elements and other agencies to insure inclusion of all calendar items to meet specified and required dead-lines and timetables; advises the Council on

these matters on a continuing basis.

Coordinates with other agencies and staff members on the development of agendas for the Council meetings.

Attends hearings of the Council when required by the Chairman.

Provides information to the public on legislative programs, as required or directed.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the functions and activities for the County government, and of bi-County, State, and Federal governing bodies that deal with the County.

Extensive knowledge of legislative law, policies and procedures.

Extensive knowledge of legal research and methods.

Ability to perform general and administrative assignments of a difficult and complex legal nature and to exercise general judgment in the performance of such duties.

Ability to do legal review and research, to draft legislation, and to handle increasingly difficult legislative assignments.

Ability to supervise a subordinate staff in the accomplishment of legislative initiatives and programs.

#### MINIMUM QUALIFICATIONS

Must possess a law degree from an accredited college or university and be a member of the Maryland Bar with at least three (3) years of legislative experience. Must also have at least one (1) year of supervisory experience included in work history.