

Director of Government Relations

SUMMARY: This is a professional position on the Association staff, having primary responsibility for managing the overall government relations program in consultation with the Executive Director and the Deputy Director, scheduling resources for coverage of events on capitol hill, and supervision of research and analysis in support of the CCAP lobbying efforts and grass roots lobbying activity. The position will also be involved with all legislative, regulatory and administrative activities concerning issues of general interest to the Association. The Director of Government Relations works with a high degree of independence and reports directly to the Deputy Director and the Executive Director. The Director of Government Relations is a member of the CCAP policy team. This is an exempt position under the Fair Labor Standards Act (FSLA).

GENERAL RESPONSIBILITIES:

Advocates CCAP positions on issues to members of the General Assembly and state administrative agencies.

Analyzes issues of interest on session calendars in advance of legislative session periods, and assigns analysis needs to the Government Relations Associate

Determines resources needs for staff coverage in advance of legislative session periods and makes assignments.

Responsible for development of CCAP legislative program in conjunction with CCAP Executive Director and Deputy Director, and shares responsibility for its implementation.

Prepares written analysis of legislation and regulations in support of CCAP legislative efforts. Prepares drafts of legislation and amendments.

Coordinates assignments and prepares draft for final edit of the CCAP Legislative Bulletin.

Develops content and messaging for media and other communications, or assigns task for Government Relations Associate.

Provides Weekly analysis of legislative voting schedule and daily updates, provides notice to staff members with oversight of issues.

Supervises Government Relations Association in determining effective uses for grass roots communication tools, and the maintenance of communications tools available to members through Cap Wiz and the CCAP Website.

Analyzes and implements lobbying policy for CCAP based upon applicable laws and regulations, and coordinate registration and reporting for all CCAP staff lobbyists.

Supervises the maintenance of the legislative tracking data base through periodic review.

Supervises the Government Relations Associate including goals, annual evaluation, skills training and personal development.

Oversees and assigns the preparation and review of communications to the General Assembly, Congress, and agencies of the state and federal government conveying CCAP policy positions.

Assists in the selection of topics and obtaining speakers for training session at Association conferences.

Writes articles for the PA County News and Legislative Bulletin.

Performs other assignments and routine business of the Association as delegated by the Deputy Director and the Executive Director.

Serves as staff liaison to assigned CCAP Policy Committees, task forces and work groups as assigned.

QUALIFICATIONS:

A college degree and four years experience in lobbying, or a masters degree and two years related experience in lobbying, and demonstrated knowledge and understanding of the legislative process in Pennsylvania. Demonstrated knowledge, skills, and abilities in management, oral and written communications and governmental operations.

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