



Montana Association of Counties

Serving Montana Counties Since 1909

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Position Description

Position Title	Legislative Analyst and Communications Specialist
Department/Division	MACo Administration
FTE Status	Full Time Permanent
FLSA Designation	Exempt
Reports to	MACo Executive Director
Supervision Exercised	N/A

POSITION SUMMARY

This position performs professional work, specifically in advocacy of legislative and policy matters in support of member counties. This position plans, coordinates, and directs activities relating to the collection and distribution of legislative information in both print and electronic media to members of the organization, the press, and the public. This position is responsible for the design and maintenance of the MACo website, including pages on the website for MACo Risk Sharing Pools materials and information. Employees in this position may be required to work irregular hours as needed to perform the required duties. This position has frequent contact with MACo staff, governing boards, members, legislators, state and local government officials and employees, and lobbyists representing other associations and special interest groups.

ESSENTIAL FUNCTIONS

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Coordinate the development and distribution of information regarding association programs, services, activities, issues, policies and procedures and other information as needed or requested by staff, state and local government officials, and the general public;
- Maintain the MACo website including design, information posting, updates, and troubleshooting;
- Conduct extensive research and analyze information to determine effect on member counties, the Association, and its risk sharing pools;
- Serve as an Association lobbyist including assisting in the development of proposed legislation, coordinating and monitoring various legislative matters, and providing testimony to legislative committees;
- Follow legislation of interest to member counties, the association and its risk sharing pools by monitoring interim committees, attending and/or providing testimony at legislative committee meetings, attending hearings on administrative rules, etc.;
- Read and analyze legislative bills; publish legislative bulletins and alerts;
- Serve on special project teams or committees as assigned;
- Provide staff support to MACo committees as assigned;
- Respond to member questions, comments, and/or concerns in a courteous and timely manner;
- Communicate and coordinate regularly with others to maximize the efficiency and effectiveness of operations and activities;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress in prominent areas including present and potential work problems, and offer suggestions for new or improved ways of addressing such problems;

- Attend meetings, conferences, workshops, and training sessions;
- Provide needed information and demonstrations concerning how to perform certain work to employees as needed and appropriate;
- Review publications and educational materials in assigned area to remain current on the principles, practices, and new developments in all applicable areas;
- Perform other directly related duties consistent with the role and function of the classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of developing communications and correspondence related to legislative activities in verbal, print, and electronic form;
- Thorough understanding of laws and legislation affecting member counties, the Association, and its risk sharing pools;
- Knowledge of computer hardware and software, including word processing, desktop publishing and graphic applications, and web based applications;
- Knowledge of current best practices of member services within a professional work environment;
- Knowledge of MACo activities and county operations;
- Ability to apply emerging technology and software as it relates to providing services to organization membership and staff;
- Ability to understand, interpret, and provide accurate information relative to legislative policies;
- Ability to review proposed legislation and analyze potential effects on the organization and its members;
- Ability to conduct research using Montana Code Annotated, the Administrative Rules of Montana, Montana Legislative bills and actions, Attorney General Opinions, and other resources;
- Ability to plan, coordinate and direct policy advocacy activities;
- Ability to maintain confidentiality of sensitive documents and information that may be viewed and/or encountered in the normal course of work;
- Ability to use good judgment and discretion when providing information and dealing with members, staff, and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with employees, department heads, elected officials, and the public;
- Ability to handle stressful situations in a way that is beneficial to the Association and its members;
- Ability to effectively neutralize situations in which an individual may be displeased and reacting in a negative, confrontational, or potentially hostile manner;
- Ability to understand and follow oral and/or written instructions, policies, and procedures;
- Ability to apply ingenuity and inventiveness, and to use logical and creative thought processes, to develop solutions to complex problems in the performance of assigned tasks;
- Ability to operate general office equipment, including a computer, using standard or customized applications, to perform assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability and willingness to learn quickly and put new skills and knowledge brought about by rapidly changing information and/or technology to use.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's degree in a related field; and
- Five years progressively responsible advocacy experience; and
- Two to four years website development and maintenance experience; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the required essential functions of the position.

REQUIRED SPECIAL QUALIFICATIONS

- Must possess a valid Montana Driver's License;
- Must possess reliable transportation;
- Must be qualified to register as a lobbyist with the Montana Commissioner of Political Practices;
- Ability to be insured and/or bonded, if required;

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

MACo is an equal opportunity employer. MACo shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- The employee is constantly required to use hands to operate a computer and keyboard, and other office equipment.
- The employee is constantly required to remain seated for extended periods of time, with occasional walking, standing; or bending.
- The employee is required to have sufficient personal mobility, manual dexterity, and physical reflexes, with or without reasonable accommodation, which permits the employee to access the general office environment and to operate a motor vehicle.
- The employee is constantly required to communicate in writing, in person, and over the phone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds without assistance.
- The employee is required to travel to attend legislative hearings, meetings and conferences.
- The employee may be exposed to extreme weather while travelling.

FLSA DESIGNATION STATEMENT

This position is exempt as it meets the duties tests to be considered an employee in a computer-related occupation:

- The employee is paid an hourly rate of at least \$27.63 for each hour worked; and
- The employee's primary duty is a combination of:

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; and
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalogue each individual duty. Employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.