

CLASSIFICATION SPECIFICATION

Legislative Liaison

FT/PT Class Code: 3105, 3605 Pay Grade B/C 18 FLSA: Non-Exempt Rev. 05/23/17

SUMMARY STATEMENT: An incumbent is responsible for assisting the General Counsel by serving as a liaison with local, state and federal government agencies regarding legislation and public policy issues affecting the college.

NATURE AND SCOPE:

Under the direction of the General Counsel, represents the College in legislative matters before the state legislature and individual legislators; attends legislative sessions and committee meetings, and meets with other formal and informal groups in support of the College's positions on legislative proposals. Monitors legislative proposals and related developments and serves as a liaison to College administration to keep them apprised of legislative developments. Typical contacts include senior executive and management staff, employees throughout the College, and representatives of the federal, local, and state government.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as liaison between the College and governmental agencies, including developing and maintaining relationships on behalf of the College.
2. Coordinates feedback and analyses gathered from College experts/executives on pending legislation. Disseminates information regarding legislative issues to administration and provides periodic reports on legislative issues.
3. Assists with monitoring and review of legislation and provides interpretation and recommendations regarding potential impact for the College.
4. Represents the College on assigned issues, legislative committee hearings, etc. Attends regular and special sessions of the State of Delaware legislature.
5. Provides research and background for legislative issue development, and for committee testimony for the President and Board as directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the legislative process; to include knowledge of state and local government.
- ◇ Knowledge of research techniques and evaluation.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of the political process and its implications in state government.
- ◇ Strong interpersonal, communication, teamwork, and presentation skills.
- ◇ Ability to exercise independent judgment in evaluating situations and making decisions.
- ◇ Ability to remain neutral in a political environment.
- ◇ Ability to effectively represent the positions and interests of the College before the state legislature.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.
- ◇ Ability to handle sensitive information and maintain a high level of confidentiality.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience to include progressive experience in education policy and administration or other equivalent combination of education and experience.