

## **COORDINATOR OF ADMINISTRATIVE AND LEGISLATIVE ANALYSIS**

### **Definition:**

Under direction, to research, analyze and make recommendations on administrative, management, budgetary and fiscal practices, procedures and problems; to plan, organize and coordinate the department's review and response to pending legislation; to develop, coordinate and administer a public information program; to coordinate media contacts; to train staff in public relations; to be responsible for the coordination, identification and application of grant programs; to monitor grant applications, making contacts to improve the likelihood of securing grants; and to do related work as required.

### **Distinguishing Characteristics**

This position reports to the department's director and is responsible for the development, coordination and control of a variety of functions, including information submitted to the Board of Supervisors and the County Administrative Office, legislative review, public information and grant programs. It is distinguished from line management positions in that it requires the coordination and knowledge of a wide variety of disciplines.

### **Essential Functions:**

- Plans and conducts technical administrative studies and analyses; reviews, researches and analyzes administrative, management, budgetary and fiscal practices.
- Evaluates the department's functions and operations, and makes recommendations for improvement.
- Coordinates the department's legislative advocacy program.
- Reviews pending legislation and chaptered laws to evaluate impact on department operations.
- Assists in the preparation of analyses of the possible effects of legislation.
- Recommends action on legislation to the department director and provides input to define the department position on pending legislation.
- Interacts with the County's legislative advocacy program staff and appropriate state and local officials to communicate the department's position on legislative matters.
- Maintains a library of applicable state and federal laws and a central information file on legislative matters affecting the department.
- Recommends a course of action in the implementation of enacted legislation and assists in such implementation.
- Identifies, researches, and develops funding of programs through state and federal grant programs.
- Determines efficacy and ensures compliance with grant requirements.
- Coordinates the application for new grants and develops methods for enhancing the department's ability to obtain grant funding.
- Coordinates and administers a department wide public information program.
- Serves as the designated department contact for all news media.
- Coordinates the department's response to public inquiries and provides access to technical personnel as appropriate.

- Prepares and distributes media releases in coordination with other department staff.
- Assists department staff in the development and implementation of public education programs.
- Performs other job-related duties as required.

**Employment Standards:**

Graduation from an accredited college or university with a Bachelor's degree, preferably in public or business administration, political science, or a related field and three (3) years of increasingly responsible experience in administrative or fiscal management or public relations, including one (1) year in a senior staff or supervisory capacity.

Possession of a valid California Driver's License.

**Knowledge of:** methods of conducting analytical studies of administrative and management practices and procedures; federal, state and local legislative processes; federal and state legislative grant application processes; effective methods of public information activities; relationships between local, state and federal government, public interest groups and private enterprise as they affect the County.

**Ability to:** independently research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems; research, compile and analyze statistical and other complex data; write complex reports in a logical, comprehensive, concise manner; prioritize workload efficiently without direct instruction, to meet deadlines under changing conditions; exercise initiative; acquire subject matter expertise in specific programs/special projects; make effective presentations, both orally and in writing; establish and maintain effective, cooperative working relationships; effectively represent the department and the County to the public and before public bodies.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.