



## **Employment Opportunity**

Legislative Liaison

Board of County Commissioners

\$62,712 annual salary (Grade C15)

**Appointed by the Board of County Commissioners - *Carroll County Residency Preferred***

40 hour *exempt* position with full benefit package

**Apply By: Wednesday, November 22, 2017 @ 5:00 p.m. - Applications will be processed as received**

**GENERAL RESPONSIBILITIES** Represents Carroll County on legislative and regulatory issues at the Local, Regional, State and Federal levels. Analyze legislative/regulatory developments to determine impact on Carroll County Government and its citizens.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Liaison with Federal and State officials
2. Conduct research, analysis and monitor legislative/regulatory developments
3. Analyze proposed Federal and State legislation, regulations or proposed rules for impacts to Carroll County
4. Coordinate, inform and respond to legislative requests for information; provide timely follow-up to Board and other County staff
5. Provide briefings and presentations to Local, Regional, State and Federal elected officials on the impact(s) of legislation on Carroll County and its citizens
6. Monitor Federal and State legislative activity
7. Draft documents in response to legislative/regulatory developments
8. Develop and foster relationships for County at the Local, Regional, State, and Federal legislative and regulatory levels
9. Represent Carroll County at Local, Regional, State, and Federal governmental meetings regarding legislative, regulatory and rule making matters
10. Draft testimony for Commissioners and employees on legislative and regulatory issues
11. Educate employees on testifying in legislative and regulatory hearings
12. Coordinate preparation and development of legislation with County agencies and with the County Attorney's Office
13. Attend or conduct hearings and proceedings
14. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
15. Communicate with managers, supervisors, co-workers, citizens, and others; maintain strictest confidentiality; and represent the County Commissioners in legislative matters

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Public Administration, Business Administration or a related field
2. Five years of government work experience (county or municipal preferred)
3. Four years legislative and/or regulatory work experience desired

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 10/27/17 (18-37)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.