

## CITY OF BURBANK

### LEGISLATIVE ANALYST

#### DEFINITION

Under general administrative direction to manage an effective legislative outreach program and provide professional level staff support to executive management; coordinate action on all legislative and regulatory matters that may impact the City's interest including, but not limited to, energy, water, and telecommunications; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Works with appropriate staff to recommend positions and strategies in response to legislative and regulatory issues at the state and federal level; analyzes, evaluates, and monitors legislation including making policy recommendations and preparing appropriate reports and correspondence; serves as the department's liaison to elected representatives and their staff, trade associations, regulatory agencies, other utilities, and business groups; advocates and represents the department's interests at meetings; forms cooperative coalitions and strategic partnerships with other organizations; conducts special projects; works closely with the City Manager's office to coordinate legislative activities; initiates, coordinates, and assists with community outreach programs; and participates in grant funding opportunities; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – local, state, and federal legislative processes and associated laws, rules, codes, policies, and procedures; principles of public administration including administrative analysis, policy and program development, grant preparation, contract administration, and fiscal planning.
- Ability to – analyze and interpret federal and state legislation; work independently and establish work priorities; follow and implement executive management directives; effectively communicate verbally and in writing; prepare and deliver public presentations using various media; provide responsive customer service; and establish and maintain effective working relationships with supervisors, fellow employees and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college and two years of progressively responsible directly-related experience in governmental relations and legislative advocacy at the local, state, or federal level.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.