

Class Concept

This is professional work participating in the management of legislative affairs for a State agency or a large and complex program or division within an agency. Employees plan, design and coordinate legislative and/or governmental affairs and closely related activities, which may involve some controversial and sensitive information issues. Employees advise on legislative policy and budget formation working with appropriate managers and staff in approaches to promoting legislation, shepherding proposals and monitoring the legislative process. Work is performed exercising judgment in responding to constituent inquiries, developing rapport with members of the North Carolina General Assembly and legislative staff, and staying abreast of developments to promote the agency interests. Other duties may include providing professional and confidential assistance in special matters, representing the agency at civic or industry functions and researching matters of interest. This level of professional work may receive some technical assistance in strategizing to accomplish objectives, interpreting very complex policies, and persuading and conveying views, which are opposing. Work is performed independently under only general supervision of the agency head or higher-level administrative official. Employees may supervise lower level support staff. Employees perform related duties as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to quickly develop a working knowledge of the organization and programs of the assigned agency or university, and to develop a strong knowledge of the principle leadership in the agency, state government, the N. C. General Assembly and U.S. Congress.
- Ability to exercise judgment in appraising and analyzing situations and making sound decisions.
- Ability to establish and maintain working relationships with members and staff of the NC General Assembly, agency staff, public officials, and others.
- Ability to make presentations and to speak and write clearly and effectively.
- Ability to understand state statutes and other laws and regulations governing the agency or university.

Minimum Education and Experience

Master's degree in political science, public administration, communications, journalism, English or closely related field from an appropriately accredited institution and two years of professional experience in lobbying, governmental relations, political campaigns, broadcasting, communications, public relations, or related; or

Bachelor's degree in political science, public administration, communications, journalism, English or closely related field from an appropriately accredited institution and four years of professional experience in lobbying, governmental relations, political campaigns, broadcasting, communications, or public relations, or related; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.