



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Legislative Affairs Liaison

An Equal Opportunity Employer

POSITION #: 903750
DEPARTMENT: EXECUTIVE MANAGEMENT
SALARY: \$85,015.00 - \$153,288.00 Annually
OPENING DATE: 08/03/20
CLOSING DATE: 08/17/20 11:59 PM

INTRODUCTION:

Be the next Legislative Affairs Liaison for Prince William County, Virginia! Located in the Washington D.C. metro region, Prince William County is the second largest jurisdiction in Virginia and one of the most rapidly growing localities in the Country. We have a diverse population, an expanding economic base, and we are home to Marine Corps Base Quantico, the Manassas National Battlefield, George Mason University's Science and Technology Campus, and many other major employment and tourism opportunities. We are seeking a talented professional to manage our Legislative Affairs Program.

As Legislative Affairs Liaison, you will advocate for and represent the legislative priorities of the Board of County Supervisors (BOCS) before the General Assembly. The successful candidate will develop rapport with state elected officials, advocacy groups, members of BOCS and Agency Directors and be familiar with County Agency challenges and opportunities to be able to assess and communicate the impacts of proposed legislation in functional areas including, but not limited to: transportation, economic development, land use, human services, finance, and public safety.

ABOUT THIS ROLE:

Performs difficult professional administrative and managerial work coordinating legislative activities involving the Board of County Supervisors, County Executive, the Virginia General Assembly, and the Federal Government and other special projects as may be assigned. Work involves coordinating development and advocacy of the County's

legislative priorities and managing the County's legislative affairs efforts. Work is performed under the general supervision of the County Executive or designee.

Incumbent serves at the pleasure of the County Executive.

Supervision may be exercised over subordinate personnel. Incumbent exercises considerable independent judgement and action in the achievement of the County goals and objectives.

Typical Tasks:

Develops and oversees the implementation of the Board of County Supervisors annual legislative programs and initiatives;

Manages and serves as principle staff and liaison for legislative activities on local, regional, state and national levels;

Tracks the progress and status of all relevant State legislation and reports this information to the County Executive and Board of County Supervisors;

Coordinates with County Agencies to assess and report on the impacts of proposed legislation in functional areas including, but not limited to, transportation, economic development, land use, human services, finance, and public safety.;

Researches, analyzes, and evaluates issues and prepares reports on legislative and state budget issues affecting the County so that recommendations can be formulated for consideration by the Board of County Supervisors;

Initiates development of executive recommendations for legislative initiatives;

Writes correspondence and/or provides testimony on State legislation as directed by the Board of County Supervisors;

Prepares and makes formal presentations to the Board of County Supervisors and County Executive regarding legislative activities and special projects;

Represents the position of the Board of County Supervisors at the General Assembly;

Prepares draft amendments to bills introduced by the County or others and talking points for General Assembly session;

Keeps abreast of federal legislative initiatives and impact on the County, liaises with congressional offices, and reports this information to the County Executive and Board of County Supervisors;

Represents the County at various activities throughout the state and region in an official capacity as related to legislative activities and special projects

Serves as a facilitator and/or liaison between the County and others in pursuing directives, objectives and goals of the Board of County Supervisors and County Executive to include constitutional offices, Potomac and Rappahannock Transportation Commission, Virginia Railway Express, and Prince William County Public Schools etc.;

Conducts special projects as may be assigned which require attention from the beginning of the project to its conclusion which may include serving on and/or

working closely with boards, commissions, and committees;
Develops and maintains viable productive relationships between the County and federal, regional, state, local and private sector officials;
Manages long-range inter-governmental relations;
Identifies long-range problems and issues in areas of current/pending legislation and inter-governmental relations and provides recommendations;
Serves as liaison to the Board of County Supervisors on legislative and economic development issues, and other issues as assigned;
Coordinates with federal and state agencies, other counties, local and regional jurisdictions and institutions, and citizen and business groups on legislative policy issues of mutual interest and assures coordination among all County agencies to meet economic development and legislative goals;
May act as coordinator in preparing certain federal and state requests for funding, reviewing proposed use of funds, and keeping track of applications and approvals;
Serves as liaison and coordinates work with firms contracted to advance the County's legislative goals and objectives;
Manages and coordinates activities of staff who may be assigned to legislative activities or special projects, legislative policy development activities with the Board of County Supervisors, County Executive, County Attorney, elected officials and the community, marketing County information and systems to business community, and long-range inter-governmental relations;
May plan, organize, assign, train and evaluate the work of subordinates.

PREFERENCES:

Master's degree in Public Administration or related field, experience with the State of Virginia legislative and budget systems and processes, experience working with local, state and federal elected and appointed officials, and experience working with state and federal lobbying contracts.

SPECIAL REQUIREMENTS: Criminal Background Check

ENTRY SALARY RANGE: \$85,015 - \$119,151.50

To view the full job announcement and apply online click on the following link: [LAL](#)

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