

**WYOMING ASSOCIATION OF MUNICIPALITIES**  
**Position Description**

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**LEGISLATIVE DIRECTOR**

Exempt     Non-Exempt  
 Salary     Hourly

**NATURE/PURPOSE OF WORK:** Under the supervision of the WAM Executive Director, the Legislative Director is responsible for directing WAM’s overall legislative advocacy and policy development at the state level and coordinating with the Executive Director on advocacy and policy development at the federal level. The Legislative Director will conduct research, prepare statistical reports and spreadsheets, prepare correspondence and presentations, and process information requests on legislative issues. The Legislative Director may serve as the assistant director in the absence of, and with the approval of, WAM’s Executive Director, and will support the Finance Manager and Membership Services Manager on any given project, conference, projects or assignment.

**ESSENTIAL FUNCTIONS OF THE JOB**

1. Serve as WAM’s public voice on legislative issues; be WAM’s state legislative lobbyist.
  - a. Represent WAM before other organizations, groups of municipal officials, and others, by attending and/or speaking at meetings on legislation and other topics as directed.
- 2) Develop Annual Legislative Plan with direction from Executive Director and Legislative Leadership Committee.
  - a. Coordinate and communicate with legislative and policy advocates and partners.
  - b. Review and evaluate bills, maintain bill tracking system, participate in meetings with Legislative Leadership Committee, WAM Board of Directors, and others.
  - c. Advocate municipal policy positions before the state legislature and state administrative agencies through direct lobbying, coordinating lobbying efforts among similarly interested groups, testify at hearings, participate in meetings, or through written correspondence.
  - d. Assist and educate municipal leaders in acting as lobbyists to testify or comment on municipal issues.
  - e. Research, draft, analyze and monitor proposed legislation and administrative regulations, and draft amendments for the same. Analyze and summarize legislation for visiting municipal leaders, legislative publications, electronic publications, and WAM communications; and provide information on pending legislation to the Legislative Leadership Committee.
  - f. Develop and maintain municipal grass roots lobbying program.
  - g. Report to WAM general membership and WAM Board as assigned. Communicate with WAM membership regarding specific legislation or agency regulations through WAM communications or by special mailings, e-mails or telephone phone calls in coordination with the Member Services Director.
  - h. Coordinate, oversee, and supervise the editorial content and publication of legislative updates and publications.
  - i. Organize legislative workshops, policy committee meetings, and WAM Regional meetings as necessary in coordination with the Member Services Manager.
  - j. Coordinate federal advocacy activity with the Executive Director and other partners.

- k. Coordinate and assist in implementation of various legislative proposals and administrative regulations, after approval by the legislature or administrative agency, as applicable.
- l. Research, prepare and finalize legislative data for the annual Budget Preparation Handbook in coordination with the Finance Manager.

**OTHER DUTIES OF JOB**

1. Attends meetings and training sessions, as required.
2. Performs other job-related duties, as required.
3. Assists other WAM staff, as needed or required.

**SUPERVISION RECEIVED**

Receives direction from the Executive Director.

**SUPERVISION GIVEN**

As assigned, may supervise other employees, contractors, and temporary workers.

**FLSA STATUS**

This is an exempt position (Administration) under the Fair Labor Standards Act.

**WORKING CONDITIONS**

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise, stress, and disruptions.
3. Travels occasionally to various agencies and locations.
4. May be required to work outside the traditional work schedule on occasion.

**PHYSICAL AND MENTAL CONDITIONS**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and stand for prolonged periods of time, walk intermittently throughout the workday, with occasional periods of twisting, bending, stooping, reaching, carrying, pushing and pulling necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 20 pounds.

**PHYSICAL AND MENTAL CONDITIONS (Cont'd)**

5. Must demonstrate emotional stability.
6. Must be able to carry on normal office activities, sometimes throughout long days with constant interruptions.
7. Must be able to move frequently throughout the work day.
8. Must be able to perform work requiring long periods of intense concentration in entering data with the highest level of attention to detail and accuracy.
9. Must be able to operate a motor vehicle and travel by private or public conveyance.
10. Must be able to move about the office and to other locations where meetings are held.

**QUALIFICATIONS****A. EDUCATION/TRAINING**

1. Bachelor's Degree political science, public administration, municipal finance, communication or related field.

**B. WORK EXPERIENCE**

1. Three (3) to five (5) years of relevant personnel or closely related experience that includes three (3) years of management and/or supervision.
2. Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
3. Must have at the time of application and must maintain a valid Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Ability to use clear, appropriate judgment in releasing certain types of information.
2. Ability to multi-task and manage various projects to completion within assigned deadlines.
3. Ability to work independently, and make sound decisions; able to foresee potential obstacles and problems to solve along the way; creative problem-solver.
4. Ability to develop ideas and easily learn new skills.
5. Ability and willingness to travel, both around Wyoming and nationally for training and workshops, as well as be flexible in the evenings and weekends as events and training schedules require.
6. Ability to work professionally and effectively with the ability to establish and maintain an effective, harmonious working relationships with co-workers, other agencies, governmental and public officials at all levels, the Board of Directors, and members.
7. Ability to work in a team environment.
8. Knowledge of applicable state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
9. Knowledge of WAM policies and procedures.
10. Knowledge of the principles of management and/or supervision.
11. Knowledge of the principles of strategic planning.
12. Knowledge of the principles of public budgeting and budget administration.
13. Knowledge of the legislative process.
14. Understanding and adherence of WAM's missions and goals.
15. Superb communication skills.
16. Highly organized and extremely detail-oriented; ability to work at a high level of accuracy and efficiency.
17. Skill and effective at working collaboratively with various groups.
18. Skill in reading, understanding, interpreting and applying relevant city, county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
19. Skill in assessing and prioritizing multiple tasks, projects and demands.
20. Skill in working within deadlines to complete projects and assignments.
21. Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
22. Skill in establishing and maintaining effective working relations with co-workers, other WAM employees, representatives from other city, county, state and/or federal agencies, the news media, general public and/or others having business with WAM.
23. Skill in operating a personal computer and other devices utilizing a variety of software and operating systems/applications.

24. Extensive knowledge of office equipment (telephone, copier, scanner, AV equipment) including computers, printers and software (PowerPoint, Word, Google, Excel, Access, etc.).
25. Effective management of stress involving deadlines and workload.
26. Enthusiastic and positive demeanor, comfortable with open and direct communications, team oriented, and maintain confidentiality.