

CITY OF OMAHA CLASS SPECIFICATION

No. 4003

CITY LOBBYIST

NATURE OF WORK

This is responsible professional work in providing a range of lobbying services including performing research, establishing legislative contacts, and providing associated staff services for the City of Omaha.

An employee in this class functions as the City's representative in establishing and maintaining key contacts in municipal, county, and state governments and in public and private organizations. Work involves the responsibility for representing the City at the Nebraska Legislature, performing research, compiling statistical data and reports, and providing the City Council and Mayor with information which may assist them in making policy decisions. Lobbying assignments are received from the Council President in coordination with Council Members; however, the employee exercises considerable independence in the application of research methods and techniques. During those periods when the Nebraska Legislature is not in Regular Session or any Special Session, the City Lobbyist will also receive City Council agenda, budget research, constituent complaint, or other assignments as described in the Council Staff Assistant class specification, as directed by the ~~Assistant to the~~ City Council Chief of Staff unless supervision is revised by the Council President. Work is reviewed through reports and observation of results obtained.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Consults with the City Council, Mayor and administrative department heads concerning problems and needs of all areas of municipal government in order to provide informed representation in the Legislature and thereby assist in securing legislation favorable to the City; maintains effective working relationship with the Mayor, City Council and City officials.

Consults with the City Council, Mayor and other City officials to determine a need to propose state legislation and follows through to secure support and passage of appropriate legislation.

Appears before the Legislature; establishes and maintains close contacts among legislative committees, individual legislators, public officials, trade and industrial associations, chambers of commerce, and business organizations in order to influence members and to assure full communication of ideas, interests, and purposes.

Performs research concerning proposed legislation and ordinances; analyzes tax laws and related data; prepares articles, speeches and reports on administrative and legislative problems and practices; explains or recommends action to the City Council, Mayor or Legislature; informs Mayor and the City Council regarding state and federal governmental trends, attitudes, and programs.

Evaluates City policy and budget issues of interest to the City Council, conducts research to clarify issues, identifies alternatives, develops recommendations, and prepares verbal and written reports as required.

Represents the City of Omaha in speaking to civic clubs and groups.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of public administration, particularly of the organization and functions of constituent units of municipal government.

Knowledge of public administration research and report presentation methods and techniques.

Knowledge of legal, budgeting, and accounting procedures and processes.

Ability to establish and maintain effective working relationships with administrative officers, lobbyists, the public, and legislative representatives.

Ability to work independently, choosing creative techniques and methods of obtaining results within legal and ethical limitations.

Ability to conduct original research and routine investigations, make sound administrative analyses relating to policy and management problems, and prepare and present oral and written reports and recommendations to groups and individuals.

Ability to adhere to safety policies, procedures and guidelines.

EDUCATION AND EXPERIENCE (The knowledge, abilities, skills, and/or personal characteristics in this section may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's Degree in business administration, public administration, or related field

AND

Experience in performing investigative research for legislative or administrative use, policy making and administration, presenting and working toward the acceptance of significant concepts, programs, or products, and experience in legal, budgeting, and accounting procedures and processes.

SPECIAL QUALIFICATIONS

Ability to coordinate transportation between Omaha and Lincoln.

Must possess a valid motor vehicle operator's license at the time of application.

WORKING CONDITION

Work is performed primarily in a normal office environment with exposure to outside weather conditions during travel between Lincoln and Omaha.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Computer
Facsimile Machine
Copier

Approved: 11/19/92
03/31/94
09/26/13