

CLASS TITLE: Senior Legislative Assistant – Springfield – General Assembly, Intergovernmental Affairs, Office of the Mayor**CHARACTERISTICS OF THE CLASS**

Works to promote Mayor's Office legislative agenda by serving as a liaison between the Mayor's Office and State governmental and non-governmental stakeholders. Reports to the Deputy Director of Intergovernmental Affairs, Springfield to advance the City's advocacy goals and interests. Perform related duties as required.

- Advocate for the City's interest on all state legislative matters before the Illinois General Assembly
- Analyze bills that are filed each session and determine potential impact for every City department and sister agency
- Track bills and amendments throughout the entire legislative process, including over 50 House and Senate committees
- Testify in public legislative committee hearings to influence the passage or defeat of proposed legislation
- Negotiate the merits or points of opposition of proposed legislation with elected officials and stakeholders
- Communicate with City departments about State affairs, including funding opportunities and proposed or enacted changes to City programs and policy
- Support the Mayor and attend events with elected officials
- Assist in regular follow ups and provide briefings for the Mayor and aldermen as requested
- Assist in planning for city-level implementation of new state laws
- Other duties as assigned

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Juris Doctorate, Master's or related professional degree preferred
 - At least one (1) year of experience working closely with elected officials or local government experience.
 - Experience with legislative process and government functions preferred
 - Excellent project management, written and communication skills
 - Proven track record of effectively interacting with senior management
 - Ability to work strategically and collaboratively across departments
 - Strong research, analysis, and relationship management skills
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WORKING CONDITIONS

- General office environment
- Travel to Springfield during General Assembly session days required

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Basic research, evaluation, and data analysis techniques
- City and department ordinances, policies, procedures, rules, and regulations

Skills

- Motivation - develop and direct people as they work
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner
- Time Management – ability to handle multiple projects and tasks and properly prioritize workflow
- Negotiation – advocate policy positions and, where appropriate, seek to compromise

Abilities

- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

Other Work Requirements

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

THIS POSITION IS SHAKMAN EXEMPT

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.