



POSITION DESCRIPTION

JOB TITLE: Legislative Services Officer Job Class:		
DATE	DEPARTMENT OR SCHOOL Office of Board Governance	
	DIVISION Legislative Services	
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Develops, analyzes and then communicates the legislative and public policy needs of Milwaukee Public Schools (MPS) and the children whom the district serves.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Develops and implements aggressive legislative agendas for the federal, state and local levels of government.
2. Assists District in leveraging additional resources from other governmental entities.
3. Monitors, analyzes and makes recommendations regarding legislative, fiscal and administrative proposals that impact education in Milwaukee.
4. Builds coalitions of legislators, interest groups and citizens in an effort to achieve the legislative goals of the District.
5. Advocates the needs of Milwaukee Public Schools (MPS) in front of various boards and commissions; including South Eastern Wisconsin Schools Alliance (SWSA), Wisconsin Alliance of Excellent Schools (WAES) and the School Finance Network (SFN).
6. Coordinates grant and aid activities for the district to help ensure that Milwaukee receives its fair share of federal and state money.
7. Develops recommendations to the Board's Committee on Legislation, Rules and Policies.
8. Communicates all legislative developments to the Board in a timely manner.
9. Works with the MPS Public Relations Office to effectively communicate the legislative needs of the District.

10. Oversees, coordinates and assigns duties of contract lobbyists to ensure the successful implementation of legislative policy at the federal, state and local levels.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Board through the Director, Office of Board Governance.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Directly supervises one Secretary III, also assigns, directs, and manages contract lobbyists.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's degree in Public Policy, Public Administration, Public Finance or related field.

Experience Requirements

Three to five years experience at an analyst level or above in government policy, budgeting or program evaluation. Experience working with policymakers in a governmental setting is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Knowledge in public policy, practices and principles. Knowledge in government budgeting techniques. Effective research skills, including the ability to analyze complex issues and formulate recommendations and prepare reports. The ability to work both cooperatively and independently. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Skill at organizing resources, establishing priorities and the ability to juggle numerous responsibilities with varying deadlines. Experience supervising staff and managing budgets is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. The ability to travel is required. Attendance at evening meetings will be required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT

INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.