

## WORCESTER COUNTY JOB OPPORTUNITIES

**DEPARTMENT:** COUNTY ADMINISTRATION  
**JOB TITLE:** LEGISLATIVE ANALYST  
**COMPENSATION:** CLASSIFIED  
GRADE 22/1 \$28.03/\$58,302 – 22/6, \$31.72/\$65,978  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual will serve as the Legislative Analyst to the Chief Administrative Officer (CAO) and will perform duties delegated within the Commissioners' Office, maintaining the confidentiality of the office.

### **General Requirements:**

- Pre-employment background check.
- Normal work schedule is Monday-Friday 8:00 a.m.-4:30 p.m. in the office.
- May require attendance to meetings, hearings, or events that are in the evening, weekend, or in Annapolis during the legislative session.

### **Essential Job Duties and Responsibilities:**

- Works with commissioners, department heads, local state delegation, and the county's lobbyist for legislative hearings at the state level.
- Keeps CAO, County Commissioners, and staff apprised of bills relative to the county during the legislative session.
- Works with other agencies, groups, and organizations (i.e. MACo) to support county initiatives.
- Writes letters of support or opposition as directed by the CAO or County Commissioners.
- Assists in response to fiscal notes and information requests.
- Responds to requests for information in conjunction with staff, Senior Public Information Officer (Sr. PIO), and County Attorney.
- Assists in responding to inquiries or complaints and provides appropriate information as directed by the CAO.
- Triage CAO email correspondence to ensure prompt and appropriate internal and external communication.
- Attends the County Commissioners' meetings and follows up on Commissioners' directives.
- Assists in coordinating and arranging special events for the County Commissioners.
- Establishes and maintains positive media relations and provides information to assist them in reporting accurate news stories involving Worcester County in conjunction with the Sr. PIO.
- Serves as the back-up to the Sr. PIO.
- Serves as the back-up to taking minutes of the County Commissioners and other Boards as needed.
- Serves as the back-up for public information/public relation's programs, including press releases, commendations, proclamations, constituent letters, etc.
- Provides backup relief for office assistant staff as needed.
- Performs other related duties as directed by the CAO and Deputy CAO.
- Complies with safety programs, procedures, policies, and work safety.

- Ensures confidentiality of information and records and complies with the record retention schedule.
- Displays original thinking and creativity in writing.
- Presents ideas and information in a manner that is easily understood.
- Communicates professionally and accurately.
- Complies with Worcester County Personnel Rules & Regulations.

**Qualifications and Skills:**

- Possesses a bachelor's degree, preferably in Journalism, Communication, English, or other related studies.
- Has at least five years of experience, preferably in a local government setting or reporting on government business.
- Knows the State of Maryland's Open Meetings Act.
- Has excellent creative writing skills.
- Has exceptional oral and written communication skills necessary to promote a professional and personable relationship with coworkers and the public.
- Establishes and maintains harmonious working relationships with staff and the public using tact, discretion, sound judgment, and professionalism.
- Able to communicate effectively in writing and verbally with staff, retirees, and the public.
- Able to perform work correctly, accurately, and consistently.
- Able to create and maintain spreadsheets.
- Able to compose confidential and non-confidential correspondence and maintain confidentiality.
- Able to follow verbal and written instructions, keep records and logs, and complete written forms accurately.
- Able to apply acquired knowledge to increasingly varied and complex tasks.
- Able to follow directions and meet deadlines timely.
- Able to work effectively with little supervision and minimal direction.
- Able to work in a fast-paced environment with interruptions.
- Able to prepare reports and analyze data as required.
- Experience with social media platforms preferred.
- Experience with Microsoft Word, Excel, Publisher, and PowerPoint.
- Has a team-oriented work ethic and ability to collaborate.
- Self-starter that takes initiative and has a sense of urgency.

**Safety Analysis:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; constant sitting, viewing; frequent talking, hearing; occasional pushing, pulling, carrying, lifting to 40 lbs. No known significant hazard risk.