

# Colorado Municipal League Job Description

**Position Title:** Legislative & Policy Advocate

**Reports to:** Legislative Advocacy Manager

**Position Summary:** Research, analyze, acquire expertise, and disseminate information and advocate municipal positions and policies on assigned issues and subject areas before the state legislature, state agencies, and other public and private organizations for the benefit of member municipalities.

## Essential Duties and Responsibilities:

### Advocacy

- Analyze specific issues of municipal interest and advocate municipal positions on advocacy issues, as assigned by the legislative advocacy manager, before the state legislature, legislative interim committees, state agencies and other public and private agencies and organizations by testifying at hearings, lobbying, negotiating and through public presentations.
- Author articles, summaries, or other relevant printed or electronic communications to members on advocacy issues as assigned.
- Develop and maintain relationships with legislators, lobbyists, state liaisons, state agencies and personnel, organizations, coalitions, associations, and others to enhance advocacy activities.
- Represent CML and serve as liaison to specific advisory boards, committees, organizations, coalitions, associations and statewide ballot or initiative campaigns.
- Analyze information, prepare materials and staff CML Policy Committee and executive board meetings.

### Outreach

- Research and write articles for the *CML Newsletter* and *Colorado Municipalities* magazine on subjects of interest to municipal officials.
- Author and/or facilitate publications on subjects of interest to members.
- Participate in annual conference program development, workshop program development, membership services, and membership outreach activities.
- Research and respond to inquiries from members, media, and others.

### Other Duties

- Coordinate advocacy and outreach duties with both the legal and engagement and communications departments as required.
- Perform other duties and responsibilities as may be assigned.

### Required Knowledge, Skills & Experience

- Expert ability to communicate verbally and in writing.
- Excellent presentation skills
- Proficiency in the use of computer software programs including word processing, database, email, and internet.
- Minimum two years relevant experience in local government or other government-related experience preferable. Additional experience in subjects of municipal or other local government interests is desirable.

### Qualifications

- Bachelor's degree required - preferably in political science, public administration, or related field. Graduate degree in related field desirable.