

LEGISLATIVE LIAISON

DEFINITION: Under general supervision, performs administrative support work of moderate difficulty involving the preparation, development and review of resolutions and reports; monitors, attends and reports on legislative sessions and decisions; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class..

TASKS:

Drafts, edits and finalizes resolutions, proposals and agreements; conducts research and analyzes legislative records, procedures, policies and federal or state regulations that may affect legislation passed by the Navajo Nation; maintains open communication and liaison with federal, state and local government agencies and Navajo Nation communities impacted by legislated decisions; prepares, assembles and reviews legislative material prior to release to policy makers and the general public.

Provides briefings to Navajo Nation officials on legislative issues; monitors and reports on legislative activities; prepares resolutions and agenda for presentations and distribution of documents; attends meetings; ensures resolutions are properly surnamed and in compliance with the Navajo Nation Code and applicable procedures; as assigned represents Navajo Nation in meetings and corresponding with federal, state and local governmental officials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of legislative affairs, planning and process; and issues affecting the Navajo Nation.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legislative decisions.

Skill in monitoring complex legislative processes in order to analyze and present policy alternatives.

Skill in maintaining open communication and effective working relationships.

Skill in providing advice and counsel to officials of the Executive and Legislative Branch.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Public or Business Administration, or closely related field; and three (3) years of administrative or management work experience involving legislative policy analysis.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Business Administration or related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.