



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: LEGISLATIVE LIAISON	Grade: 17
Division: Administration	Job Code: 3281
Reports To: Director	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the direct supervision of the Director, the Legislative Liaison will serve as a liaison and the primary point of contact for the Oklahoma Department of Wildlife Conservation for matters before the State Legislature and Governor. The position will assist with the agency's administrative rules process and coordinate strategic planning initiatives. The position leads public outreach and involvement initiatives for ODWC's fish and wildlife management planning and policy processes. The position also directs and supervises the Department's Human Dimensions Specialist and associated activities.

JOB DUTIES

Establishes and maintains cooperative relationships with state, federal and agency officials.

Maintains an ongoing presence and positive image at the State Capitol to communicate ODWC's views and input on legislation, rules, policies and programs.

Research, monitor, understand, analyze and track state and federal legislative initiatives that could impact ODWC.

Assist agency management and general counsel in drafting legislation and administrative rules that are legally sound and beneficial to the agency.

Keep internal staff and stakeholders apprised of any related legislative activity, movement or amendments by preparing briefings, memos, testimony and correspondence.

Develop and maintain cooperative relationships with legislators, legislative staff, stakeholders, partner organizations and other officials to provide information and foster a positive image of ODWC.

Attend relevant legislative committee meetings and interim study committees, as well as other meetings with legislators, legislative staff and other officials upon request; help prepare the Director or other staff for those events and assist with follow up as needed.

Coordinate development of fiscal impact statements for proposed legislative bills.

Work with the Wildlife Commission and the Director to identify issues and develop ODWC's legislative agenda and priorities.

Manage legislative referrals and responses for ODWC.

Conduct reviews of administrative rules (Title 800) and statute (Title 29). Participate on ODWC's Regulatory Review Committee and represent ODWC on statewide and national regulatory work groups as assigned.

Coordinate with external groups and agencies, including Oklahoma Department of Agriculture and the U.S. Fish and Wildlife Service, to ensure regulatory consistency and to meet all external requirements.

Assure that ODWC complies with or exceeds all necessary provisions for public involvement in the regulatory process. Develop and employ effective public involvement strategies with the public and key stakeholders on

regulatory issues.

Coordinate the development of a comprehensive agency strategic plan, and ensure compliance with associated implementation plans.

Work with ODWC staff to assure a cross-section of the agency contributes to statewide planning efforts.

Facilitate public work sessions, advisory committee meetings, and other forums with stakeholders or the public, as needed, to implement effective and inclusive strategic planning processes.

Develop plans and strategies for better internal coordination of agency planning activities. Identify, evaluate and pursue opportunities to coordinate ODWC planning efforts with other local, statewide or national planning efforts, where appropriate. Represent ODWC on inter-agency planning work groups.

Assist with identifying future planning needs, and make recommendations to ODWC leadership accordingly.

Advise ODWC staff on if, how, and when public involvement efforts should be incorporated into policy and decision making as well as program and project planning and execution; develops, coordinates, and implements public involvement strategies and processes; trains and advises ODWC employees concerning public involvement theories, concepts and technical applications; evaluates public involvement outcomes and advises on the integration of those outcomes into decision making.

Direct and supervise the activities of the Human Dimensions Specialist.

Other duties as assigned.

Must have the ability to

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

REQUIREMENTS

Education:

Requires a Bachelor's Degree or higher education level with preference given for degrees in natural resources, social, or political science.

Experience:

Applicants with experience in the legislative process will be given priority consideration.

Knowledge and Skills:

- Knowledge of legislative process and dynamics;
- Ability to communicate effectively, verbally and written;
- Ability to establish and maintain effective working relationships.
- Familiarity with state and federal natural resource agencies;
- Ability to prioritize and balance multiple projects, deadlines and interests simultaneously;
- Ability to exercise strong discretion and independent judgement;
- Understanding of public relations and supervisory principles; and
- Knowledge of agency policies and procedures, state law and regulations regarding agency programs.