



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> LEGISLATIVE & GOVERNMENT AFFAIRS LIAISON	<b>Grade:</b> 17
<b>Division:</b> Administration	<b>Job Code:</b> 3281
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the CFO and Chief of Administration, the Legislative and Government Affairs 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, Governor, other agencies, and conservation partners. The position will coordinate the agency's administrative rules process and build strategic alliances with other conservation organizations. The position leads public outreach and involvement initiatives for ODWC's fish and wildlife management planning and policy processes.

### 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). Coordinate 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.

Ensure 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.

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

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.

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; develop, coordinate, and implement public involvement strategies and processes; train and advise ODWC employees concerning public involvement theories, concepts, and technical applications; evaluate public involvement outcomes and advise on the integration of those outcomes into decision making.

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 stakeholder engagement; and
- Knowledge of agency policies and procedures, state law and regulations regarding agency programs.