



Office of the State Auditor

LEGISLATIVE AFFAIRS ASSISTANT

Posting Number 2017-19

SALARY RANGE (Grade 11) CSA997: \$41,862.95 - \$62,794.95 /yr. (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Legislative Affairs Assistant reports to the Director of External Affairs and focuses on connecting the public with the work of the Auditor's Office, working closely with elected officials, local businesses, community organizations and individual members of the public to help them understand the work of the OSA, including audit reports, decisions of the Division of Local Mandates and other publications. The Legislative Affairs Assistant works with the Director of External Affairs on promoting the Auditor's legislative package and public policy priorities. Specifically, the Legislative Affairs assists in monitoring legislation and other public policy initiatives that have an impact on the work of the State Auditor's Office; attends and reports on legislative hearings and other public policy meetings; and assists the Director, Deputy Auditor of Communications and External Affairs, Chief of Staff and the other Deputy Auditors in developing and promoting legislative priorities.

SUPERVISION RECEIVED

Work under the direct supervision of the Director of External Affairs.

SUPERVISION EXERCISED

The Legislative Affairs Assistant does not directly supervise any employees, but may functionally supervise administrative and other staff on projects as needed.

DUTIES AND RESPONSIBILITIES

- Track legislative activity and keep management apprised on priority issues; Manage and maintain legislative database(s).
- Utilizing online tracking software -- including InstaTrac -- and other electronic databases, track and monitor legislation and other governmental activities related to OSA's mission and ongoing work in Auditing Department, the Bureau of Special Investigations (BSI), the Division of Local mandates (DLM) and other areas of OSA interest. Maintains an online in-house repository for intergovernmental affairs data and analysis for use throughout the OSA.
- Prepare regular oral and written briefings and reports on the status of legislation and other governmental initiatives for the Auditor and senior staff related to the work of the OSA.
- Assists in the development of the annual legislative strategy and its continuing refinement and execution throughout the year.
- Attend hearings and briefings related on key OSA priorities, and brief senior staff accordingly.
- Staff the Auditor and Deputy Auditor at meetings and events inside and outside the office and assists the Director External Affairs on other matters, including preparing briefings and materials for the Auditor, Deputy Auditor, Chief of Staff, and Directors as needed.
- In conjunction with the Director of External Affairs, work closely with municipal officials, local businesses, community organizations and individual members of the public to help them understand the work of the OSA, including audit reports, decisions of the Division of Local Mandates and other publications.
- Work with staff throughout the office to develop programs that help educate local officials, non-profits and vendors, community groups, and members of the public about the workings of the Auditor's office, including the audit process, the local mandates law, and Bureau of Special Investigations, in order to assist them in better understanding how to prepare for an audit or to more effectively use reports and publications produced by the OSA.



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- Collaborate with the Director of External Affairs, Director of Communications, Deputy Auditor for Communications and External Affairs, Chief of Staff, and other OSA staff, on the creation and content development of all collateral, educational and other materials for external and internal use (i.e. brochures, educational presentations, speeches, etc.).
- Collaborate with the Director of External Affairs, Director of Communications, Deputy Auditor for Communications and External Affairs, Chief of Staff, and other OSA staff, in the management of new external communication projects including refinement of marketing tools, implementation of a branded and unified public image, showcasing of OSA and staff capabilities, leveraging of conferences and events, promotion of professional image and successful partnerships, and related professional profile and communications initiatives as assigned.
- Assist in the timely response to inquiries from a variety of sources, including the community organizations, associations, business groups and members of the public.
- Work with Executive Staff to assist with identifying scheduling opportunities for the Auditor, and preparing and staffing the Auditor for events.
- Develop and maintain a comprehensive knowledge and understanding of OSA programs, policies and procedures.
- Perform other duties as assigned.

Note: Due to the necessary duties of this position, the candidate may be required to be on call and/or work weekends and/or evenings.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree with 2-5 years of progressively responsible experience in a legislative office, community relations, public policy analysis, advocacy, or a related field.
- Demonstrated experience in effectively managing multiple projects in a fast-paced, demanding environment and managing competing priorities and demands.
- Demonstrated experience with preparing and presenting informational or educational programs, preferably to diverse types of audiences.
- Exceptional written, verbal and interpersonal communication and listening skills, including but not limited to the ability to communicate persuasively and dynamically about the OSA and its programs. Proficient with MS Office products (Excel, Word, PowerPoint).
- Consistent drive and ability to take ideas from vision to implementation.
- Team member with strong inter-personal skills, organized, able to work with a broad spectrum of colleagues and partners.
- Proficiency in using legislative tracking software such as InstaTrac.
- Working understanding of the structure and functions of the Massachusetts State Legislature, Executive Branch agencies and Constitutional Offices.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Experience working in a local, state, or federal government office.



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- Bachelor's Degree Required, an advanced degree preferred or other similar advanced certification in a field related to politics, public policy, law and/or government auditing or oversight.

Salary is commensurate with experience.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **April 3, 2017** via the MassCareers website: [Click Here](#)

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.