

MAC

MICHIGAN ASSOCIATION OF COUNTIES
JOB DESCRIPTION

JOB TITLE	Governmental Affairs Associate
ORGANIZATION	Michigan Association of Counties (MAC)
REPORTS TO	Director of Governmental Affairs
STATUS	Full-Time
DATE UPDATED	November 18, 2013

JOB SUMMARY

Based on the guidelines/platforms approved by the Michigan Association of Counties Board of Directors, work on behalf of the organization to advance the interests and priorities of the association to the legislature and executive branch of state government.

QUALIFICATIONS/REQUIREMENTS

- *Required Education and Experience*
 - Bachelor's degree and a minimum of 5 years of legislative experience.
- *Knowledge and skills*
 - Highly methodical, creative and insightful in character.
 - Ability to solve problems and mediate opposing viewpoints.
 - Superior writing, editing and oral communication skills.
 - Ability to communicate ideas and concepts clearly and accurately.
 - Highly attentive to detail and show efficient use of time.
 - Basic Microsoft Office and computer knowledge, including Word, Excel, Access, Publisher and PowerPoint.
 - Some project management experience preferred.
- *Special abilities required*
 - Attention to detail and strong project management skills.
 - Ability to follow through on tasks with minimal supervision.
 - Ability to work as part of a team.
 - Professional attitude and appearance.
 - Ability to travel when needed.

ESSENTIAL JOB FUNCTIONS

- Meet with legislators, staff and executive branch officials and employees to develop relationships and further the interests of the organization.
- Analyze legislation and appropriation language and levels, for potential impact on counties and work within the parameters outlined in our platforms toward an acceptable outcome, including but not limited to: stopping legislation from moving forward; amending legislation to better work for the benefit of counties; support legislation; increasing funding levels for counties; and garnering support among voting members of the House and Senate for the particular outcome we are seeking.
- Testify in committees, offer amendatory language.

- Work with other organizations with similar goals.
- In cases of opposition to legislation or appropriations that benefit counties, work with adversaries to find solutions to differences whenever possible.
- Work with specific internal committees on the development of proposed platforms. Discuss and make recommendations to the committee on proposed legislation. Work with committee chairpersons on the development of committee agendas and line up speakers as needed.
- Write articles for the weekly update on relevant issues and legislative consideration of bills related to topic areas that are assigned.
- Responsible for specific topic areas, including health, human services, judicial/court issues and corrections.

BEHAVIORAL EXPECTATIONS

- Employee should be self-motivated, reliable, trustworthy, organized, capable of independent judgment enjoy helping others, be willing to work a flexible schedule and hours, enjoy traveling, and be willing to learn new skills.
- In addition, the employee should be capable of maintaining an appropriate level decorum while interacting with county commissioners and staff and apply appropriate discretion to matters of the MAC, MACSC and their clients.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.