

Intergovernmental Affairs Liaison

Position Description

The Intergovernmental Affairs Liaison is assigned to the Oversight Team and reports to the Oversight Manager. The Intergovernmental Affairs Liaison organizes and facilitates briefings for elected officials and their staff. The Intergovernmental Affairs Liaison coordinates with elected state and federal officials' participation or presence at LACs with LAC Managers.

Responsibilities

1. Respond to elected officials' requests for information and questions with accuracy and political awareness
2. Refer to County policies, procedures, and practices to explain actions
3. Research and communicate with County technical staff and program administrators to find out answers to questions
4. Compile issue documents and white papers
5. Draft correspondence
6. Organize and facilitate briefings for elected officials and their staff
7. Provide updates to the Oversight Manager
8. Continue to report to the regular supervisor, the Director of the Office of Strategy, and Intergovernmental Affairs (OSIA) on intergovernmental liaison activities associated with the Oversight Team function
9. Coordinate with elected state and federal officials' participation and presence at LACs with LAC Managers

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with Oversight Manager

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Represent County to elected officials of the State Legislature, United States Congress and their staff
- Respond to policy related questions and inquiries with accuracy and crafted with political awareness
- Compile issue documents and white paper
- Provide regular updates to the Oversight Manager, as well as the Director of the Office of Strategy and Intergovernmental Affairs (OSIA), on intergovernmental liaison activities associated with Oversight Team functions
- Coordinate with elected state and federal officials' participation/presence at LAC with LAC Managers

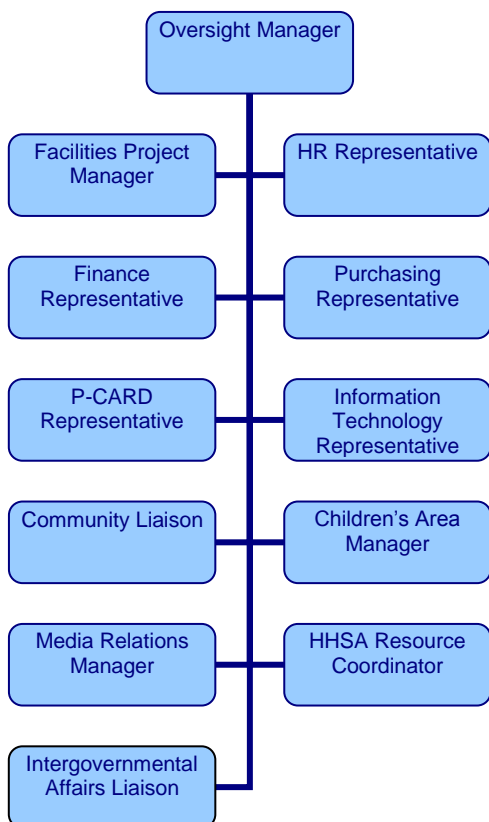
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Advise Oversight Manager of related issues

Deactivation Phase Actions

- Participate in Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

