



New Jersey Economic Development Authority

Posting ID: 2022-1893
Job Title: Senior Legislative Officer- IGA
Open Date: 1/20/23
Close Date: Open until Filled
Department: Intergovernmental Affairs
Location: Any NJEDA Location, NJ
Salary Range: \$76,206 - \$84,673

Job Summary

The Senior Legislative Officer assesses legislative and policy issues and strategies that directly or indirectly impact EDA and economic development in New Jersey and assists the Director of Intergovernmental Affairs and Chief of Staff in the development, advocacy and review of legislative and policy issues.

Essential Duties and Responsibilities

- Monitors GovNetNJ database to ensure EDA's awareness of the terms and status of proposed legislation and adequate response to minimize the effect of adverse legislative activity and to advance legislation that EDA supports.
- Tracks and reviews proposed legislation of importance to EDA and contributes to bill comments prepared by the Legislative & Regulatory Affairs team on proposed legislation that directly or indirectly impacts EDA and economic development in New Jersey.
- Works with the Chief of Staff's Office and the Director of Legislative & Regulatory Affairs to develop positions and proposed revisions, as necessary, to bills and legislative initiatives impacting EDA and/or economic development.
- Acts as liaison to legislative district offices, to convey EDA position on legislation and policy. Provides testimony to legislative committees when called upon and attends and reports on relevant legislative hearings.
- Prepares reports for legislative purposes, when required by the legislature or for other governmental entities, by conducting research and coordinating with other divisions and Executive staff.
- Prepares EDA's responses to legislative questions on EDA's budget proposal and all related documentation. Conducts related research to draft data-driven, effective responses. Coordinates with Communications to draft related testimony.
- Provides policy recommendations on EDA program and initiatives, and tracks policy changes made by State that impact economic development. When appropriate, serves as EDA representative to policy-focused task forces, committees, councils, etc.
- Partners with Public Affairs to develop legislative communications. Responds to legislators' inquiries about constituents and EDA programs.
- Develops legislative communications and outreach strategies that advance EDA's mission and business objectives and enhance key legislative relationships. Communicates with legislators and other elected officials, informing them of EDA project and initiatives milestones via written communications and in-person meetings.
- Assists Director with policy development as needed.
- Partners and collaborates with the Legislative and Regulatory Affairs team to provide cohesive and consistent advocacy on behalf of EDA.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.

- Must complete annual and semiannual self-assessment as required.
- Performs other duties or special projects, as assigned.

Required Skills and Abilities

- Knowledge of or ability to read, understand and communicate in laymen's terms about complex legislation and other documents
- Must possess advanced research ability and information technology skills
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Experience in legislative/government affairs
- Must possess knowledge of government, business and industry
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals, public officials, legislators, general public, trade organizations and EDA staff
- Ability to obtain a thorough knowledge and understanding of all aspects of the Authority
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers
- Proficiency in Microsoft Office Suite and ability to learn new software packages. (Govnet helpful)

Required Qualifications

Education and Experience Requirements

- Bachelor's Degree in political science or law and/or equivalent professional experience
- Minimum 7 years' experience involving the reading, interpretation and/or drafting of legislation as a government affairs agent, legislative liaison for state department/agency, legislative aide, or other experience with legislative bodies and members.

Advanced degree or industry specific certification may be substituted for 1 year of experience

Physical Demands

- Minimal
- Ability to work outside of normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.

Note: The NJEDA currently offers a hybrid work schedule for up to 2 days of telecommute work from home. To participate, you will be required to have high speed home internet access and a manager's approval. This program does not supersede the "New Jersey First Act", which requires newly hired NJEDA employees to establish and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY:

Interest applicants should submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1893/senior-legislative-officer/job>

For general job inquiries, please email us at NJSAME@NJEDA.COM

Visit us at www.njeda.com