



## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages applications from women, minorities and persons with disabilities

### LEGISLATIVE OFFICER

Salary range: \$122,986 - \$147,583

The City of Stamford is seeking a highly motivated and skilled individual to serve in the role of Legislative Officer. The Legislative Officer plays a vital role in supporting the legislative functions of the City of Stamford's Board of Representative. The position involves overseeing complex legislative initiatives, coordinating legislative activities, coordinating public hearings, public engagement, compliance oversight, legal research, analysis, administrative duties, and staff supervision.

#### Key Responsibilities:

- **Legislative Support:** Collaborate with Committee chairs, City Law Department, and other City departments to draft resolutions and ordinances for Committee consideration. Conduct research on proposed legislation and provide recommendations based on legal analysis.
- **Public Engagement:** Prepare and distribute public hearing notices, monitor hearings, and respond to information requests. Serve as liaison between the Board of Representatives and the public, providing information on legislative processes and procedures.
- **Compliance Oversight:** Ensure compliance with statutory obligations, including publishing agendas and minutes, conducting public hearings, and adhering to relevant legal requirements. Review changes in State law for potential impacts on local ordinances and advise Board members accordingly.
- **Administrative Duties:** Prepare agendas for Board and committee meetings, review submitted items for accuracy and compliance. Coordinate the flow of written materials to Board members and maintain departmental databases and records.
- **Legal Research and Analysis:** Conduct technical research on legal matters, including checking citations and analyzing complex issues. Provide written reports and summaries to support decision-making processes.
- **Staff Supervision:** Supervise and coordinate the work of clerical staff, ensuring tasks are completed accurately and efficiently. Edit and approve daily time and attendance records for departmental personnel.

#### Qualifications:

- Bachelor's degree in public law, government, criminal justice, or a related field.
- Five (5) years of progressively responsible experience in legislative and policy matters OR an equivalent combination of education, training, and experience.
- Strong knowledge of legislative processes, legal research methods and administrative procedures.
- Excellent written and verbal communications skills with the ability to interact effectively with diverse stakeholders.
- Detail-oriented, organized, and able to manage multiple tasks simultaneously.
- Proficiency in computer applications, including database management and Microsoft Office Suite.

**NOTE:** A Master's degree in public law, government, criminal justice or a J.D. may substitute for one (1) year of the required general experience.

#### Application Instructions:

To apply for the position of Legislative Officer, please submit a resume and cover letter to Rosemarie Frager, Human Resources Manager at [rfrager@stamfordct.gov](mailto:rfrager@stamfordct.gov). In your cover letter, please describe your relevant experience, qualifications, and interest in the position. Applications will be accepted until the position is filled.

The City of Stamford is an equal opportunity employer and encourages applications from individuals of all backgrounds. We are committed to fostering a diverse and inclusive workplace where all employees feel valued, respected, and empowered to contribute to our mission.

The City of Stamford thanks all applicants for their interest in the position; however, only those selected for an interview will be contacted.