



Legal and Legislative Affairs Coordinator

PURPOSE OF POSITION:

This position performs a variety of legal and administrative functions to meet the needs of INCOG, its board, committees, and in-house programs. The position acts as lead in coordinating the work of the Coalition of Tulsa Area Governments (CTAG) to develop an annual slate of legislation, to partner with stakeholders and to advocate for the legislation.

ESSENTIAL JOB FUNCTIONS

- Draft various contracts and other documents and review existing legal documents required for INCOG programs and projects
- Develop and implement an annual legislative agenda for CTAG by coordinating meetings, researching issues and assisting a lobbyist with advocacy
- Participate with other governmental entities and associations, chambers of commerce, and other organizations to build coalitions on legislative issues
- Research state and federal laws, administrative regulations and pending legislation
- Advise management and staff on legal and human resource issues as they arise

QUALIFICATIONS

Training and Experience

Bachelor's degree in public administration, political science, human resources, business administration or related field is required. A master's degree in one of those areas or a juris doctorate is preferred. At least 5 years of experience working with local governments, public administration or in the legal system or a combination of education and experience.

Knowledge and Abilities

This position requires the ability to read and write critically, communicate effectively, and perform legal research and analysis. A knowledge of employment-related laws and regulations is preferred. Excellent time management skills with the ability to meet deadlines, excellent interpersonal and conflict resolution skills are required. Proficient with Microsoft Office Suite.

Licenses and Certifications: Valid Oklahoma Class "D" Operator's License required; license to practice law preferred

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Duties may entail some work outside of normal office hours for which private means of transportation must occasionally be available. Some pressure from deadlines may be anticipated.

Annual salary range starting at \$75,000; specific compensation based on qualifications and experience. Comprehensive benefits package included. Please submit a resume detailing your employment history, experience, education, and contact information and a cover letter that explains why you are interested and qualified for this position to Personnel Director at incog@incog.org.