

Legislative Liaison (Management Analyst III)

Salary - \$77,640.16 - \$129,399.50 Annually

Location - FAIRFAX (EJ03), VA

Job Type - FT Salary W BN

Job Number - 25-00016

Department - Transportation

Opening Date - 12/28/2024

Closing Date - 1/17/2025 11:59 PM Eastern

Pay Grade - S27

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4764784/legislative-liaison-management-analyst-iii?keywords=legislati&pagetype=jobOpportunitiesJobs>

Job Announcement

Join the future of transportation with the Fairfax County Department of Transportation! Since 1977, the Fairfax County Department of Transportation (FCDOT) has been at the forefront of transforming our community. We are committed to enhancing mobility, safety, and the quality of life for residents, businesses, and visitors. Our mission is to plan, coordinate, fund, implement, and sustain a cutting-edge multimodal transportation system that meets the dynamic needs of Fairfax County.

FCDOT is seeking an experienced government affairs professional with extensive experience in transportation policy issues and demonstrated success in legislative advocacy at either the state or federal levels. This position works as part of the Coordination and Funding Division and serves as FCDOT's primary liaison to Virginia's General Assembly and the Commonwealth. This position is expected to successfully resolve problems in a team-based environment, balance multiple priorities and tasks to meet established deadlines, and perform duties under limited supervision.

Responsibilities include:

- Serving as lead government affairs staff person and liaison/manager on transportation matters for the county;
- In coordination with the county's legislative director and division chief, providing legislative guidance and counsel to members of the Fairfax County Board of Supervisors, the County Executive, department heads, and other executive staff members;
- Collaborating with the legislative director and division chief on development and implementation of the Board of Supervisors' legislative and state budget initiatives/positions;
- Identifying and analyzing policies affecting transportation funding in Fairfax County, the Northern Virginia region, the Metropolitan Washington area, and the Commonwealth of Virginia;
- Corresponding with state and federal level legislators and staff;
- Identifying transportation funding opportunities applicable to Fairfax County's transportation priorities, such as federal, state, and/or regional grants;
- Assisting with the preparation of requests for transportation funding, including collaborating with FCDOT project managers to develop grant applications with related cash flows and justifications;
- Representing Fairfax County's interests in transportation policy and funding with local, regional, and state representatives;

- Preparing reports and delivering presentations to elected or appointed officials, citizens, public agencies, and private entities; and
- Performing other tasks as assigned.

Note: The assigned functional areas for this position include government affairs and advocacy and transportation policy.

For more information on the Fairfax County Department of Transportation, please click [here](#).

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#) *(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")*

Graduation from an accredited four-year college or university with a bachelor's degree in field related to the assigned functional area; Plus four years of professional work experience with in the functional area.

CERTIFICATES AND LICENSES REQUIRED:

Valid driver's license

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a driving record check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

- Demonstrated ability to establish and maintain collaborative and effective working relationships with Fairfax County staff, elected and appointed officials, regional and state transportation agency representatives, citizens, and other stakeholders
- Experience with state level elected officials, local and state governments, boards, authorities, commissions, and transportation agencies, including working with elected and appointed officials
- Thorough knowledge of legislative processes and familiarity with Virginia or the Washington metropolitan region's transportation policies
- Demonstrated experience in analyzing transportation policy and funding issues at the state or federal level
- Impeccable written and oral communication skills
- Strong interpersonal, analytical, organizational, and time management skills

PHYSICAL REQUIREMENTS:

Ability to bend, stoop, crawl and work in tiring and uncomfortable positions. Ability to input, access, and retrieve information from a computer. Ability to lift up to 25 lbs. Visual acuity to review detailed drawings, plans and documents. Work requires performing tasks in adverse weather conditions.

Ability to operate a motor vehicle Ability to travel to various locations throughout region and state to provide coverage, attend meetings and trainings. Work is generally sedentary. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.