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# Legislative Specialist

Oregon School Boards Association  
1201 Court St., N.E., Suite 400  
Salem, OR 97301

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Oregon School Boards Association (OSBA) is a membership organization composed of school districts, community colleges, charter schools, and education service districts from around the state and is dedicated to improving student achievement through advocacy, leadership, and service to locally elected, volunteer Oregon school boards.

## **Supervision/General Position Description:**

This position exercises wide latitude in determining objectives and approaches to assignments and works under the supervision of and reports to the Director of Legislative Services. Performs other duties and responsibilities as assigned by the Executive Director or the Deputy Executive Director.

OSBA operates in a hybrid work environment. Due to the nature of the work this position will require you to be in the office as needed to perform the duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

## **Salary Range:**

Commensurate with experience and background, with a salary range of \$95,000-120,000 annually.

## **Employee Benefits:**

Employer paid medical, dental, vision, life, and disability insurance with no employee out of pocket. Employer paid HSA contribution prorated up to the 2023 IRS limit (based on enrollment category). OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

Based on approval from the department Director, OSBA allows remote work for those residing within the State of Oregon. An initial in-person probationary period may be required upon hire before an individual is permitted to work remotely. This position may be required to be in the office during legislative sessions as well as at various meetings and events.

## **Essential Job Functions:**

Analyzes existing and proposed legislation and administrative rules for their effects on public schools. Provides testimony, both written and oral, before legislative committees, task forces and state agencies, boards, and commissions, representing the Association's adopted legislative policies and positions.

Acts as a liaison between the Association and key state agencies and other organizations and interest groups with an agenda potentially affecting public education and public school management. Acts as a liaison with key organizations and interest groups such as: education labor organizations, Oregon PTA, other community, business, and education activist groups.

Assists in planning, coordinating, and implementing the association's grassroots efforts as needed in alignment with the Association's efforts to advance its legislative and policy agenda. Plans, coordinates, and carries out workshops and other forums that are necessary to educate association members and engage members to promote the association's legislative and policy agenda.

Responds to inquiries relating to issue areas assigned and is responsible for all activities related to those issue areas. Serves as a resource to member school boards, school districts and other Association staff for information

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on assigned issue areas. Provides workshops and other activities for single boards or groups of boards upon request. Provides individual contact and counsel to board members and administrators on related issues. Assists the Deputy Executive Director in writing and editing Association publications relating to legislative activities and issues.

Assists in the development of the legislative agenda and policies of the Board of Directors and the Legislative Policy Committee.

Assists in the formulation and implementation of strategies that accomplish the legislative agenda of the Board of Directors and the Legislative Policy Committee.

Develops and maintains relationships with key legislators, their staff, committee staff and other state and federal employees to achieve the legislative goals and policies of the Association.

Researches, develops and presents an effective advocacy position on issues affecting public schools; to identify and assists the Association develop positions on policy issues in public education.

Performs numerous out-of-office activities as assigned including overnight travel for meeting attendance, public speaking, etc.

Uses independent judgments and aggressively pursue Association policies with the legislature, state agencies and other organizations.

Willingness to engage in professional development activities.

Works independently in such a manner which advances the OSBA's goal of quality service delivery to OSBA members.

Maintain harmonious working relationships with supervisor, other staff and the general public.

Works effectively as a part of a team and is able to collaborate with colleagues, clients, board members and stakeholders from organizational partners.

Maintains a professional and productive work environment.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic and educational backgrounds.

Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax and reference skills; including the ability to write in a concise, logical and grammatically correct manner.

Demonstrated ability to work under tight time frames while managing competing demands and priorities and adapt to frequent changes in workload and priorities.

Communicates effectively with board members, district staff and others within the course of work.

Attends organizational meetings, staff trainings and staff meetings as required.

Regular and reliable attendance is required.

### **Marginal Job Functions:**

Serves as liaison to appropriate state and national organizations as assigned.

### **Physical Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee is required to drive and travel extensively throughout the state and accommodate the evening and weekend schedules inherent in

providing service to school boards.

**Minimum Job Qualifications:**

Possess a bachelor's degree in education, public policy or a related field. Experience in legislative and/or political arena with understanding of government relations and government liaison activities. Experience in the Oregon public education system or similar local government operations.

Knowledge of legislative, electoral and political process, government relations liaison activities, Oregon K-12 and community college system and current education issues.

Demonstrated ability to articulate policy positions before the legislature, state agencies and other organizations. Ability to write and speak clearly and persuasively, excellent public relations and organizational skills and the ability to manage and motivate others to pursue Association policies and positions.

Demonstrated ability to gather and analyze information skillfully; synthesizes complex or diverse information; collects and researches data; designs work flows and procedures; identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem-solving situations; able to facilitate group processes in consensus building, conflict resolution, planning and decision making.

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; demonstrates a concern and commitment to quality and detailed written communications; varies writing style to meet needs; able to read and interpret written information.

Determines appropriate action beyond guidelines; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Demonstrated ability to work collaboratively with a variety of groups.

Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax and reference skills and demonstrates a concern and commitment to quality and detailed written communications; varies writing style to meet needs; able to read and interpret written information.

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Demonstrated ability to gather and analyze information skillfully; synthesizes complex or diverse information; collects and researches data; designs work flows and procedures; identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem-solving situations; able to facilitate group processes in consensus building, conflict resolution, planning and decision making.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic and educational backgrounds.

Excellent communication skills including both public speaking and writing skills.

Ability to work under tight time frames while managing competing demands and priorities and adapt to frequent changes in workload and priorities.

Willingness to travel extensively throughout the state and accommodate the evening and weekend schedules inherent in providing service to school boards.

**To apply:**

Submit the following materials to:

1. A cover letter;
2. A current resume;
3. Names and contact information for 3 references;
4. A completed application.

**Reasonable Accommodations:**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Differently abled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**For an Application contact:**

Oregon School Boards Association  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301  
Phone: 503-588-2800  
Fax: 503-588-2813  
[www.osba.org/jobs](http://www.osba.org/jobs)

**Hiring Schedule:**

Open Until Filled

OSBA values a diverse workplace and strongly encourages women, people of color, LGBTQIA2S+ individuals, differently abled individuals, members of ethnic minorities, foreign-born residents, and veterans to apply.

OSBA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.