

EXEMPT

CODE NO. MXXXXX

DUTIES STATEMENT

EXEMPT CLASS

OFFICE OF THE MAYOR

DIRECTOR OF CITY LEGISLATIVE AFFAIRS

Under the direction of the Director of Intergovernmental Affairs, the Director of City Legislative Affairs represents the Mayor and City agencies before the City Council and serves as the liaison between the Administration, City Comptroller, Public Advocate and Borough Presidents. The Director of City Legislative Affairs is responsible for advancing the Administration's local legislative agenda and preparing the Administration's response to and negotiation of all proposed City Council legislation. The Director coordinates the Administration's presentation on a wide range of oversight topics that the City Council holds hearings on and manages a staff of Legislative Representatives who assist in achieving the objectives of the office.