



LEGISLATIVE SERVICES OFFICE

FUNCTIONS & RESPONSIBILITIES

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Civic Education and Communications

- Messaging strategy and communication plans
- Press releases, press conferences, Op Eds and press relations
- Style guide, branding and graphic design
- Direct communications – e-newsletter, website, social media
- Help Members develop presentations, talking points and handouts
- Respond to “help desk” questions to Assembly email address and support Members’ individual communications to constituents
- Support Election communications and other branch communications as requested
- Civic education – offer local gov 101 presentations to students & community members, run the CivicAnchor program
- Relationship building and stakeholder engagement
- Oversee the Youth Representative Program and Recruitment

Assembly Member Priority Projects

- Provide project management, research, press releases, talking points, presentations, stakeholder engagement, meeting and event logistics, and basic legislative drafting for projects assigned by Assembly Members
- Help Members track major issues and flag next steps
- Coordinate with Administrative departments on Assembly initiatives
- Assembly liaison with State and Federal delegations, Governor’s Office, other relevant decision makers and committees

Assembly Branch Planning and Project Tracking

- Support Assembly annual workplan and annual retreat
- Review and track effective dates and implementation of AO and ARs for major Assembly initiatives
- Maintain progress reports for Assembly plans, such as the annual workplan, Housing Action Plan, and alcohol tax policy guidance



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- Track Assembly Member work project and research requests and support monthly branch leadership check-in meetings with Clerk's Office and Assembly Counsel's Office

Administration

- Management of Assembly offices – purchase furniture and equipment, help with door codes, supply orders, facility maintenance requests
- New Member orientation, outgoing member recognition
- Help support communications and projects with the Native Village of Eklutna
- RFPs, RFQs and contractor management for some Assembly projects
- Oversee LSO operating budget and parts of the Assembly budget
- Recognition resolutions as assigned