



# LEGISLATIVE SERVICES OFFICE



## MISSION

To strengthen the Anchorage Assembly in its work, guided by a commitment to the good of the Anchorage community and the people who live here

## OUR VALUES

We believe that local government plays a critical role in improving our community and that it works best when residents are engaged. We do this through:

### COLLABORATION

We are inclusive and work in partnership with Assembly Members, Assembly staff, MOA Administration and community members

### LEARNING

We seek to continually learn and improve and share our knowledge with others

### TRANSPARENCY

We seek to instill trust in our work and we do this by operating openly and transparently

## WHAT WE DO

We serve all twelve members of the body through communications, policy and issue research, public engagement, orientation and education, strategic planning, and project management of major initiatives

We capture big ideas and turn them into clear, actionable steps, often informed by the Assembly's approved workplans and annual goals

We are a conduit between the Assembly and the community throughout the lifecycle of legislation and policy - from researching and seeking input on proposed legislation to providing follow-up and communications on enacted legislation



## OUR VISION

We seek to elevate the Anchorage Assembly as an institution, ensure that the Assembly's work is visible in the community, and ensure that the people of Anchorage are engaged and included in that work.

We see our office as essential in the functioning of the Municipality of Anchorage and we are dedicated to making Anchorage a great place where people can take pride in their local government and see it working for them.



## OUR MEASURES OF SUCCESS

Assembly Members are supported in crafting and adopting thoughtful, researched, and community-vetted legislation

We have a broad audience of followers on our communication platforms

Our outreach efforts and communications bring residents into the work of the Assembly and amplify the end results

**STRATEGIC PLAN**

**SEPTEMBER 2023**



# LEGISLATIVE SERVICES OFFICE

## WHO WE ARE

Legislative Services is one of four offices of the Assembly and is made up of the following staff:

### LEGISLATIVE SERVICES DIRECTOR

Manages the Legislative Services Office to ensure the smooth and effective operation of the Assembly by helping the Assembly with long-term planning, communication strategies, and project management.

### COMMUNICATIONS COORDINATOR

Manages Assembly communications, including website updates, newsletters, press releases, talking points and presentations, as well as managing special projects.

### LEGISLATIVE & POLICY ANALYST

Provides professional policy research, analysis, and stakeholder engagement for the Assembly, including helping Members draft legislation and communications, providing legislative research reports, and managing special projects.

**WE WORK ON BEHALF OF THE ANCHORAGE ASSEMBLY TO ENGAGE OUR COMMUNITY IN THEIR LOCAL GOVERNMENT:**

