

GOVERNMENTAL AFFAIRS MANAGER

DEFINITION

Under general administrative direction, performs high-level work of considerable complexity and sensitivity reviewing legislation at the local, state and federal levels and recommends actions to further the Mayor and City's policy interests; serves as the primary liaison between the Mayor, City and the elected and appointed officials of other governmental agencies.

SUPERVISION RECEIVED/EXERCISED

Receives general administrative direction from the Mayor, Mayor's Chief of Staff and City Manager. May exercise supervision over lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Governmental Affairs Manager is a single unclassified position in which the incumbent serves at the will of the City Manager and is assigned to the Mayor's Office.

The Governmental Affairs Manager coordinates the City's dealings with federal, state, and other local governments, seeking to foster constructive partnerships between the Mayor and City and these entities. The incumbent keeps the Mayor, City Manager, City Council and City department heads informed on intergovernmental issues and assists in representing the City's interests in these matters including monitoring and/or advocating for various pieces of legislation and grant funding.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Maintains awareness of legislative activities affecting City operations and provides timely updates and assessment of federal, state, and local programs/initiatives; anticipates legislative issues and identifies opportunities to develop and influence policy to best meet the needs of the Mayor and City.

Participates, as assigned, in the development and implementation of goals, objectives, policies and priorities for citywide legislative initiatives and policy actions; interprets complex and technical legislative reports and educates staff on legislation that impacts the City.

Coordinates the formulation and advocacy of legislation and state/federal funding; conducts analysis, develops and recommends policy positions on government affairs and legislative issues to the Mayor, City Manager, City Council, and other City staff.

Coordinates the City's external relationships with other regional governmental agencies and legislative bodies with common interests, and develops and leads regional strategies on legislative and regional issues.

Conducts special projects, studies, surveys, and collects information on difficult intergovernmental and administrative problems; analyzes findings and prepares reports of practical solutions.

Represents the Mayor and City in meetings, special commissions and boards, the community at large, at professional meetings as required, and with legislators, elected and appointed officials, and other political jurisdictions.

Serves as a liaison, establishing and maintaining positive relations with other jurisdictions, agencies, elected representatives, state representatives, regulatory bodies, and districts; develops and implements strategies and programs to promote effective intergovernmental relations.

Develops itineraries and briefing documents for Mayor in advance of federal and state legislative meetings and related travel. Coordinates meetings with federal and state elected or appointed officials and works with their staff to effectively plan and execute visits, events and tours.

Research policy issues and develop white papers/position papers as needed.

Performs other related duties and required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Public legislative process including methods, practices and restrictions relating to the role of a lobbyist in the legislative process.

Modern principles and practices of public administration including current social, political, and economic trends and operating problems of municipal government.

Intimate knowledge of municipal, state and federal funding sources and processes to secure funds.

Principles and practices of intergovernmental relations including effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Principles and techniques of organizational development and management, including governmental operations, applicable federal, state and local laws, codes, rules, regulations, city charter provisions, and ordinances.

Principles and methods in development and administration of sound goals, objectives, policies and methods for evaluating achievement and performance levels.

Skill to:

Operate an office computer and a variety of word processing and software applications including Excel, PowerPoint, and database programs.

Provide effective leadership and coordinate a variety of assigned intergovernmental relations program activities at the local, regional, state and federal level, representing and advocating the City's interests and positions.

Ability to:

Prepare and communicate clear, concise and competent reports, correspondence and other written materials and make clear and persuasive oral presentations.

Track local, state and federal legislation and report summaries and analyses of information and the justification of controversial recommendations or findings.

Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult problems and issues.

Direct and evaluate the work of subordinate personnel; supervise, train and motivate department personnel, and facilitate group participation and consensus building.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Formulate proposed policies that respond appropriately to external events and are consistent with the City's plans and strategies.

Understand a broad range of city, state and federal issues and perform duties with a great deal of independence and sensitivity with regard to these issues.

Research, compile, analyze, and draw sound conclusions according to existing laws, regulations, and policies and other complex data.

MINIMUM QUALIFICATIONS

Experience:

Five years of broad and extensive experience in performing legislative advocacy and policy formulation, or in legislative research analysis with elected officials or government agencies.

Education:

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Political Science, or related field. A Master's degree is desirable.

Special Requirement(s):

Possession of a valid Class C California driver's license may be required at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____