

GOVERNMENT RELATIONS MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Government Relations Manager performs professional-level work in the coordination, development and implementation of the City's intergovernmental relations program and represents the City's interests with various government agencies and officials. Responsibilities include: working as an advocate of the City's positions on issues before the U.S. Congress, State Legislature, and regional government boards, as well as developing Mesa's relationship with other municipalities, tribal governments, and special interest groups throughout Arizona; briefing elected officials, City Manager, and senior management on complex municipal and community issues; researching and developing recommendations on Citywide issues, pending legislation and other administrative issues; soliciting input from City departments and developing strategies to engage the City in legislative and regulatory issues of importance; serving as a constituent liaison about issues and suggestions and ensuring City responsiveness; and interpreting federal, state and City statutes, ordinances, rules and regulations. Additional responsibilities include: monitoring Maricopa Association of Governments (MAG), County and Regional Public Transit Authority (RPTA) activities and providing reports on these activities to the Deputy City Manager and City Manager; working to educate state and federal agencies, including the Governor's Office, on issues of importance to the City; preparing and making comprehensive presentations to a variety of audiences and performing complex, confidential and sensitive assignments; acting as the City's Public Lobbyist and filing required reports with the Secretary of State; assisting the Mayor, City Council, City Manager, and City departments in contacts with Maricopa County, other municipalities, the adjacent Indian Communities and various regional governmental entities; serving as the staff liaison to the City Council Intergovernmental Affairs subcommittee; representing the City Manager and/or Mayor on federal, state and regional committees and projects; coordinating development, approval and advocacy of City's position on proposed federal and state legislation and regulations; coordinating the development and submission of state, federal and tribal grant requests; and resolving differences between Mesa and other political jurisdictions through conferences and discussions. The incumbent is expected to exercise considerable initiative and judgment in carrying out assigned duties.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Government Relations Manager receives administrative direction from the Deputy City Manager who reviews work through conferences, reports, and overall results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Management, Political Science or a related field. Five years of progressively responsible experience in government relations, or comparable administrative experience in a public sector setting.

Special Requirement. Must possess a valid Arizona Driver's License by hire or promotion date.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's degree in Public Administration, Business Management, Political Science or a related field is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with City management, other departments, subordinates, elected officials, and the general public to establish and maintain effective working relationships. Makes effective oral presentations to all levels of employees, elected officials, City management, government organizations, and the general public on government relations issues and areas. Deals tactfully with complex and sensitive government and community issues. Deals effectively with a variety of public and private agencies in coordinating programs and services. Recommends changes in policies, programs, and procedures. Prepares written reports and presentations for City management and elected officials regarding government relations' issues and concerns.

Manual/Physical: Attends meetings of the City Council, Council Committees, Maricopa Association of Governments (MAG) subcommittees, the Arizona League of Cities and Towns, Arizona Department of Transportation (ADOT), legislative sessions and meetings, meetings with neighboring jurisdictions and other government entities, requiring a standard Arizona Driver's License. Routes proposed federal legislation to City department for input. Monitors and advocates/opposes proposed legislation. Briefs the Mayor, City Councilmembers, City Manager, and City staff on issues before the League of Arizona City and Towns, and MAG. Operates a variety of standard office equipment to assist in the preparation of reports, and transmittal of information and reports.

Mental: Reviews federal and state legislation, court decisions, administrative rulings, and related matters to determine if City practices are in compliance with relevant laws and to determine the impact on the City and City operations. Serves as a policy advisor to the City Manager's Office, Mayor and Council, and Department Directors. Conducts a continuous review and analysis of proposed and new legislation, federal mandates, laws and regulations for possible application to the City. Analyzes draft legislation and makes recommendations to City management. Evaluates the City's position in legislative matters and recommends solutions when necessary. Comprehends and makes inferences from written material.

Knowledge and Abilities:

Knowledge of:

the principles and practices of governmental organization and administration, intergovernmental relations, grant administration, and the legislative process;
the principles, practices and methods of citizen involvement techniques and effective employee and citizen communications;
federal and state legislative functions, processes, and organizational structures;

legislation, court decisions, administrative rulings, and other matters as related to government relations and associated activities; and
the principles, practices, and procedures of employee supervision, evaluation, and training.

Ability to:

conduct a continuous review and analysis of proposed and existing legislation and regulations, both federal and state, for possible application to the City;
analyze issues and make recommendations to City management;
manage multiple projects with competing deadlines;
exercise sound independent judgment;
solve multi-faceted problems;
handle highly stressful situations with confidence;
research and develop solutions to complex administrative problems;
interpret federal, state and City ordinances, rules and regulations;
make oral and written presentations on administrative challenges in a concise and effective manner;
work diplomatically amongst people with divergent opinions;
listen and communicate effectively with a diverse group of people;
attend or conduct various meetings as needed; and
establish and maintain effective working relationships with elected officials, management, citizen groups and city staff.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New and Replaces Government Relations Coordinator 3/16

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PAY GRADE: 59

EEO-PROF

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 42-200