

ASSISTANT TO THE CITY MANAGER - GOVERNMENT RELATIONS

JOB DESCRIPTION

Classification Responsibilities: The Assistant to the City Manager - Government Relations performs administrative and managerial work planning and directing the activities of the City's Government Relations Office. 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: working to educate state and federal agencies, including the Governor's Office, on issues of importance to the City; working in collaboration within and outside the organization to achieve City goals as a key member of the City Manager's Executive Management Team; preparing and making comprehensive presentations to a variety of audiences and performing complex, confidential and sensitive assignments; acting as the City's designated 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; resolving differences between Mesa and other political jurisdictions through conferences and discussions; supervising and coordinating the activities of Government Relations and Grants staff including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies and implement discipline procedures; and preparing and administering the budget in a fiscally responsible manner. The incumbent is expected to exercise considerable initiative and judgment in carrying out assigned duties.

The position may also take on additional duties and responsibilities as assigned by the City Manager such as: performing highly responsible executive level administrative work while assisting the City Manager in working with departments to achieve departmental and Citywide program objectives. Duties include advising the City Manager on Citywide program needs; preparing and presenting all aspects of programs to the City Council; and implementing approved programs. The Assistant to the City Manager - Government Relations exercises considerable initiative and independent judgment in representing the City Manager within an assigned area of responsibility and may exercise delegated authority over department directors and other employees in that area. An employee in this class briefs

the City Manager on matters of concern; meets and corresponds with departments, other public agencies, and private jurisdictions in conducting research to obtain necessary information; recommends policy alternatives and other appropriate courses of action; presents policy recommendations verbally and in writing; prepares information for Council; and attends Council meetings and makes reports concerning assigned activities. This class may also provide temporary and/or quasi-supervision over staff as needed and as directed by the City Manager. This classification performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Assistant to the City Manager - Government Relations receives administrative direction from the City Manager who reviews work through conferences, reports, and overall results achieved. Employees in this class may be required to attend meetings of the City Council and Council Committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. This class is FLSA exempt-executive.

QUALIFICATIONS

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.

A minimum of 10 years of progressively responsible managerial, supervisory, and administrative experience.

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

Substance Abuse Testing. None.

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 FUNCTION

Communication: 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. Communicates with City management, other departments, subordinates, elected officials, and the general public to establish and maintain effective working relationships. 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, 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. Represents the City Manager at meetings by making presentations to explain program or project status, and arranges for compilation of data to assist in the decision making

process. 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. Plans, organizes, and directs various functions as assigned by the City Manager. Develops and implements policies and procedures applicable to administrative functions. Reviews general operations to determine efficiency and provides direction on major projects or problem areas. Conducts research and analyzes data regarding project costs. May assist in the preparation of administrative budgets and strategic plans. Manages professional-level employees. Evaluates performance of staff and sets work-related goals. Provides training and career development to staff and other City employees. 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. Administers the budget for the Government Relations Office. 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 budgeting and finance, 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:

supervise, train, evaluate and coordinate the activities of assigned staff;
effectively manage assigned areas, programs, and/or projects;
resolve complex problems within the area of assignments;
make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;
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;
represent the Mayor, City Council, and the City Manager at various meetings; 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.

Revised to Update Minimum Qualifications 12/14

PK/pa/hn

CS6206.DOCX

PAY GRADE: E09

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14