

GOVERNMENT RELATIONS DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Government Relations Director 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 United States 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, the 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 the 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 staff including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies, and implement discipline procedures; and preparing and administering budget in a fiscally responsible manner. 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 Director receives administrative direction from the City Manager, Assistant City Manager, or Deputy City Manager who reviews work through conferences, reports, and overall results achieved. This class is FLSA exempt-administrative.

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 Requirements. Must possess a valid Class D 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

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

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, 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 Class D Arizona Driver's License. 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. 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;
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 6/22

GG/js/co

CS6302.DOC

EEO-O/A

JOB FCTN-ADM

INCREMENTS 41-200

PAY GRADE: 63

IND-9410

SWORN-No