

Job Description

Intergovernmental Affairs Director

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

Directs the coordination of legislative and intergovernmental activities and programs. Includes intergovernmental relations services at the Arizona Legislature, Governor's Office, state and national executive agencies.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Develops and directs programs designed to maintain contact with legislative and political leader.
- Directs the work of staff in the intergovernmental affairs office, directs the preparation of the budget.
- Presents legislative programs to the City Manager, Mayor, and City Council and provides advice on intergovernmental policies.
- Coordinates staff efforts to obtain results on the city's legislative objective by supervising the preparation of reports.
- Performs lobbyist activities and represents the City's interest with local, county, state and federal elected officials; coordinates activities with their respective staff.
- Researches and reviews proposed federal and state legislation affecting the City; shares proposed legislative information with City departments for review and input.

- Maintains awareness and monitors the status of proposed legislation and prepares reports for the City Manager and City Council; recommends policy and administrative positions on proposed legislation.
- Prepares and/or reviews position statements for City Council and City staff to use in testimony before legislative committees.
- Represents the City Manager and/or Mayor on various federal and state projects and committees on legislative issues.
- Works closely with Arizona League of Cities and Towns and Maricopa Association of Governments.
- Act as Tribal Liaison to regional tribal communities.
- Other duties as assigned.

Minimum Qualifications

This position requires a Bachelor's Degree in public administration, political science or related field, and five (5) years of experience working with state legislators, political and local officials, including experience in coordinating and administering special projects and intergovernmental programs. A Master's Degree is preferred.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- State legislative process
- Functions and structure of committees
- Federal and state programs and their relationship to municipal operations
- Elected officials, appointed officials and their staffs
- State government protocol
- Arizona Lobbyist Regulation Laws
- Legislative issues and the City's positions
- Community organizations, their leaders and available resources
- Principles and practices of public administration
- Municipal finance and budgeting
- Understanding of the cultural differences among various agencies

Ability to:

- Interpret federal, state and city ordinances, rules and regulations, and make rational decisions in accordance with established policy;
- Understand how broad view issues relate to City's operations;
- Analyze, interpret and report research findings and recommendations ;
- Present information concisely and effectively, both orally and in writing;
- Establish and maintain effective working relationships with political officials, city officials, co-workers, other professionals, citizen's groups and the general public.

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.