

CITY OF GLENDALE

TITLE: **Intergovernmental Programs** **CLASS CODE:** **187**
 Director

REPORTS TO: **City Manager** **GRADE:** **53**

DEPARTMENT: **City Manager's Office** **FLSA:** **E**

JOB SPECIFICATION DATE: July 1, 2008 cm

JOB SUMMARY

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 FUNCTIONS

1. Develops and directs programs designed to maintain contact with legislative and political leader.
2. Directs the work of staff in the intergovernmental affairs office, directs the preparation of the budget.
3. Presents legislative programs to the City Manager, Mayor, and City Council and provides advice on intergovernmental policies.
4. Coordinates staff efforts to obtain results on the city's legislative objective by supervising the preparation of reports.
5. Performs lobbyist activities and represents the City's interest with local, county, state and federal elected officials; coordinates activities with their respective staff.
6. Researches and reviews proposed federal and state legislation affecting the City; shares proposed legislative information with City departments for review and input.
7. 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.
8. Prepares and/or reviews position statements for City Council and City staff to use in testimony before legislative committees.
9. Represents the City Manager and/or Mayor on various federal and state projects and committees on legislative issues.
10. Works closely with Arizona League of Cities and Towns and Maricopa Association of Governments.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, 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
- Practices of intergovernmental relations
- Principles and practices of public administration
- Municipal finance and budgeting

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

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's Degree in public administration, political science or related field, and five 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 training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license