

**CITY OF GLENDALE**

**TITLE: Intergovernmental Programs Administrator CLASS CODE: 191**

**REPORTS TO: City Manager GRADE: 32**

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

**JOB DESCRIPTION DATE: August 4, 2009 cm**

**JOB SUMMARY**

Provides intergovernmental relations liaison services and conducts research and reviews of proposed legislation. Represents the City's interest with various government agencies and officials.

**ESSENTIAL FUNCTIONS**

1. Prepares technical agendas of and analysis for, various agencies, including, but not limited to the Maricopa Association of Governments, Valley Metro and Valley Metro Rail.
2. Assists in the research, writing and analysis of proposed legislation, administrative rules and ordinances affecting the City.
3. Facilitates the review of regional issues and proposed legislative issues by City departments and identifies potential impacts on City and departmental operations.
4. Establish and maintain effective working relationships with other cities, the county, regional governments, state agencies, civic and community organizations.
5. Coordinates the preparation of communication on activities associated with the City's Intergovernmental Programs department as directed.
6. Coordinates responses to departmental, legislative and agency requests for information.
7. Represents the City's interest with governmental and non-governmental entities, works with appropriate staff to coordinate activities to best serve the City.
8. Assists in the legislative process by monitoring hearings and representing the City as needed.
9. Serves as City representative in various projects, committees and programs involving interaction with other governmental jurisdictions, agencies and groups.
10. Assists in carrying out department programs and policy.

**SECONDARY FUNCTIONS:**

11. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Principles and practices of public administration  
Principles and practices of intergovernmental relations  
Legislative process, elected and appointed officials and their staffs  
Legislative issues and the City's position  
Community organizations, leaders and available resources  
Government protocol  
Federal and Arizona Statutes

**Ability to:**

- Interpret government ordinances, rules and regulations
- Analyze, interpret and report research findings and recommendations in understandable terms
- Maintain and awareness of legislative activities affecting City operations
- Communicate effectively, both orally and in writing
- Understand how broad view issues relate to City operations
- 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 four years experience in municipal and/or legislative research and analysis.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license