

GOVERNMENT RELATIONS ADMINISTRATOR

DEFINITION

To plan, organize, direct and coordinate the activities and operations of the City's governmental relations and legislative programs, on a citywide basis, with federal, State, regional and local government entities through advocacy, coalition-building and public education; to coordinate research, analysis and advocacy advancing a variety of activities including legislative services, grassroots lobbying, grants, and development of policy and strategy, and to provide highly responsible technical support to the Public Affairs and Communications Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Affairs and Communications Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Direct and coordinate citywide legislative activities and strategy; recommend and implement goals and objectives; establish performance standards and methods for government relations and legislative program activities and operations; develop and implement policies and procedures.

Track pertinent state and federal legislation and monitor legislative developments; recommend City positions on key bills; provide analyses and reports to the City Council, City Manager and Law and Regulation Committee about federal, state and regional legislative proposals, hearings, and activities and their impact on City operations.

Develop and recommend specific legislative strategies to the City Manager, Council and City staff; evaluate and communicate information promoting the City's legislative agenda in a politically sensitive environment.

Establish and maintain effective working relationships with the City's state and federal delegations and staff and interest groups; direct contact with federal, state, and local elected officials and administrative agencies on legislation, state and regional issues, and regulatory matters; develop, plan and facilitate meetings between City officials, regional, state and national elected officials and organizations.

Develop and maintain the City's relationship with contract lobbyists and serves as the City's primary, day-to-day liaison; accompany and support Council members on legislative outreach initiatives at the state and federal level.

Develop, recommend and manage annual State and federal legislative agenda for the City in accordance with Council policy.

Develop and coordinate grassroots lobbying strategies; analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Develop, plan and facilitate meetings between City officials, regional, State and national elected officials and organizations.

Assist Council and City staff to influence federal and State executive, legislative and administrative agencies through written arguments and oral testimony; brief and prepare Council members and City staff to testify at meetings and hearings; represent the City as a legislative advocate; make presentations at legislative and administrative hearings.

Conduct research, work with team members of the City Attorney's Office and associated groups to determine the legal implications of legislative proposals; work with the Public Information Officer and other City staff to design education and outreach strategies to inform citizens and the media about the effects of legislative and regulatory proposals on the City.

Act as staff liaison to City Council Law and Regulation Committee; research and prepare reports, facilitate meetings and present recommendations to the Committee on legislation, regulatory and policy issues.

Assist City staff in the research and preparation of state and federal grants applications; prepare and present periodic presentations for City staff regarding grant applications

Train staff in State and federal legislative and budget processes.

Identify, establish, and maintain close working relationships with community-based and civic organizations and individuals engaged in government affairs to further the City's objectives.

Answer questions and provide information to the public regarding the City's legislative platform and positions on key legislation, policy and regulatory matters.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of legislative and administrative processes, laws and regulations impacting citywide operations.

Principles and methods of effective advocacy and group process techniques.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of public administration including planning, organizing, staffing, leading and controlling.

Principles and practices of work safety.

Ability to:

Organize, implement and direct citywide government relations and legislative program operation and activities.

On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports; read and interpret complex laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Monitor federal and state legislative issues; inform staff of potential impact on existing and future citywide operations.

Interpret and explain pertinent program services, departmental, and City policies and procedures.

Develop and monitor an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work including subordinates, peers, senior management, elected officials, community groups and the general public.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five (5) years of professional legislative or local government advocacy experience involving issues impacting citywide operations and activities, including issue management, public relations, public affairs, and public presentations.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major coursework in public administration, political science, planning, economics, communications, or history.

License or Certificate

Possession of a valid California driver's license by date of appointment.

06-22-2019

10-19-2013 Government Relations Administrator