

Adopted: September 2001, Revised: June 2017

## Class Title: Intergovernmental Relations Officer

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops, directs and manages a government relations program. Advises on legislative matters. Develops implements and manages plans, programs and policies. Initiates and maintains relationships and gains support for goals. Is responsible for key deliverables such as proposed legislation. Manages office operations and personnel. Participates in strategic and grant management.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages knowledge and content by identifying vital information from legislative issues and municipal operations, securing, analyzing, categorizing, retaining and retrieving information, building records and directories, recommending, directing and evaluating work of outside consultants, educating, informing and disseminating legislative positions, maintaining current knowledge of legislative processes, researching new legislation and current events, understanding technological research methods and tools, networking with others, presenting information, seeking out self-education opportunities, seminars and conferences and reading program updates.
2	M	Lobbies by identifying key decision makers, presenting, justifying and defending controversial positions, establishing credibility and access to key decision makers' offices and staff, providing interpretations of legislative issues and position statements, engaging in appropriate debate and consensus building, preparing testimony regarding municipal operations issues, coordinating and directing consultants in lobbying, participating in coalitions to provide a unified lobbying voice, drafting and introducing legislation and floor amendments, entertaining and structuring formal and informal settings conducive to discussion and consensus building and making government programs visible.
3	S	Creates relationships through networking by identifying opportunities to initiate introductions and maintaining relationships with internal and external individuals and organizations, identifying, initiating, joining and seeking leadership and service opportunities in municipal associations, coalitions and groups, seeking formal and informal methods of thanking, recognizing and including individuals, initiating and maintaining formal and informal networks within city departments, seeking opportunities to make the department visible as to services and benefits offered, seeking opportunities to listen to needs that might be met by the department, strengthening and enhancing ties at local, state and national levels, interfacing between various levels of government, performing liaison with legislative bodies and agencies and representing the city on special commissions and special assignments.

Adopted: September 2001, Revised: June 2017

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
4	S	Creates work product deliverables by designing the content, format and presentation of issues information and status, developing impact statements and position statements, drafting proposed legislation and floor amendments, preparing administrative reports, filling requests for preparation of city reports, reporting and tracking legislation, preparing and documenting the departmental budget, responding to requests for information, preparing speeches, agendas, briefing materials, departmental recommendations, developing and communicating the mission statement and preparing and maintaining job description status.
5	S	Participates in strategic management by formulating and communicating a vision of government programs, thinking, planning and working with issues in an analytical format, developing strategies for issue management, benchmarking against other municipalities, contextualizing strategies for decision makers, leading consultants in regular reporting, issue analysis and presentation, developing strategies, techniques and procedures for getting city positions recognized, assembling key decision-makers, identifying internal and external customers and encouraging departments to narrate how legislation will impact operations.
6	S	Manages grants by creating a centralized grants network, seeking out and disseminating information regarding grant opportunities, establishing grant networks in departments, applying cost-effective and current technologies to create a grant database and records and assisting departments with the flow of information.

Adopted: September 2001, Revised: June 2017

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor’s degree-level of study.
Experience	Five years’ experience.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read charters, regulations, legislation, contracts, policies and procedures, journals, publications statistical reports, technical studies and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, ratios and variables.
Writing	Work requires the ability to write legislation, reports, impact statements, position statements, agendas, memos and other informational documents.
Managerial	Managerial responsibilities include planning the position of the department, developing a departmental presence, developing efficient operations and strategic planning and organizational development.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: June 2017

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Lobbying, making presentations
Sitting	F	Deskwork, meetings, driving
Walking	F	To and from various departments and buildings
Lifting	N	
Carrying	O	Files and research materials
Pushing/Pulling	N	
Reaching	N	
Handling	F	Paperwork and research materials
Fine Dexterity	C	Computer keyboard, writing, typing, calculator, telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing
Twisting	F	From desk to telephone
Climbing	F	Stairs
Balancing	N	
Vision	C	Computer monitor, reading, driving
Hearing	C	Communicating with personnel, the general public and on the telephone
Talking	F	Communicating with personnel, the general public and on the telephone
Foot Controls	F	Driving
Other (specify)		

Adopted: September 2001, Revised: June 2017

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Personal vehicle, scanner, printer, computer and related software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	F

- (3)