

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: INTERGOVERNMENTAL AFFAIRS DIRECTOR

DEPARTMENT: CITY MANAGER'S OFFICE

BASIC FUNCTION:

Under direct supervision of the City Manager, the Intergovernmental Affairs Director will provide skilled advice, guidance, and direction in monitoring and evaluating federal, state, and local legislative and policymaking activities to determine their impact on the city. Assists in the alignment of policy priorities with city objectives and the formulation of regulation necessary for legislative program implementation.

KEY RESPONSIBILITIES:

Develops and implements the Intergovernmental Relations program and strategy in coordination with elected officials; informs elected officials of major intergovernmental policies and legislative issues affecting the city; analyzes and initiates appropriate responses to proposed or pending intergovernmental policies or legislation affecting the city.

Makes appropriate recommendations to ensure the city is complying and is in alignment with existing rules and regulations at the special district, city, county, regional, state, and federal levels.

Promotes mutually beneficial and cooperative relations between the city and other government agencies at the local, state, and federal levels. Ensures timely, appropriate, and accurate information is provided to stakeholders.

Recommends, and may communicate, the city's position on pending legislation to local, state, federal legislative bodies, lobbyist, executive staff, city departments, community organizations, and local agencies at various functions.

Informs elected officials of current information on existing and proposed federal, state, and regional legislation.

Attends and participates in professional and community group meetings on behalf of the City Manager and elected officials; Stays up-to-date with local issues and new trends in the field of intergovernmental relations.

Coordinates efforts involving the acquisition of grant funding for the city, including compiling a public database of grant information relevant to city departments and projects; stay up-to-date with grant opportunities available to the city, and coordinate the writing, submission and follow-up of grant applications.

Analyzes bills before the State legislature and determine the effect they may have on the city.

Solicits and analyzes input from city departments on the impact of proposed legislation.

Prepares comprehensive reports to communicate the city's priorities and policies.

Acts as the primary staff to the Legislative Committee.

Carries out other duties as assigned by the City Manager.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Pertinent local, regional, state, and federal law.
- Organization, services, and function of municipal, regional, state, and federal government.
- Principles and practices of public administration.
- Services and activities of an Intergovernmental Relations program.
- Research methods and techniques and report presentation.
- Techniques and practices used in conducting effective public information programs

Ability to:

- Provide decision-making and program support to elected officials.
- Perform the operations and service activities of an Intergovernmental Relations program.
- Coordinate legislative activities with city's executives and representatives of other agencies.
- Analyze and interpret local, regional, state, and federal legislation and prepare recommendations.
- Interpret and apply policies and procedures governing numerous established administrative and management functions.
- Establish and maintain effective and cooperative working relationships with other government officials, community groups, and the general public.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Law, Public Relations, Public Policy, Public Administration, or a related field.
- A minimum of four years' experience working in intergovernmental relations with a government agency, association, or business including legislative analysis, policy development, and working with elected officials. Prior government experience is highly desirable.

PHYSICAL REQUIREMENTS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents;

analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Oct. 15, 2019