



City of Tempe

GOVERNMENT RELATIONS OFFICER

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	481		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager		<i>Salary / Hourly Minimum:</i>	\$119,608
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$161,471
<i>Employee Group:</i>	CNS		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i>	Government Relations Officer
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS
The incumbent shall not represent any other entity within the State of Arizona for the duration of employment with the City of Tempe. Any outside employment must have prior approval from the Assistant City Manager.

REPORTING RELATIONSHIPS
Receives direction from the Deputy City Manager.
May exercise functional and technical direction over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Equivalent to four years of full-time legislative and/or public policy related experience particularly for a public sector agency.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, political science, government relations, or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To coordinate, develop, and implement the City's intergovernmental relations program; to represent the City's interests with various governmental agencies and officials; to develop and communicate the City's positions, goals, and strategies relating to federal and state legislative issues and proposals.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Serve as a liaison between the City of Tempe and the Arizona State Legislature, while the legislature is in session. Monitor, track, and/or lobby for or against specific legislative proposals as assigned by the Assistant City Manager.
- Proactively identify and advise the Assistant City Manager on legislative proposals that may impact city policies, programs, or other emerging, long-range issue areas.
- Review and comment on legislation, state budget information and other state legislative issues of interest to the City of Tempe. Notify Assistant City Manager of impacts of proposed legislation.
- Confer with and provide advice to the Assistant City Manager to determine the best approach to advocate on behalf of Tempe. Recommend strategies for advocacy of the City of Tempe's position on priority issues, including contracts with the Arizona Legislature, state officials or key interest groups.
- Research and prepare fact sheets and necessary communication to advocate and educate elected officials or others on issues assigned.
- Coordinate the efforts discussed above with appropriate city staff, representatives from other cities, and state legislative and executive branch staff. While the State Legislature in session, participate in weekly briefing with the Assistant City Manager and city staff on the status of legislative proposals and other issues of interest to the city.
- Participate in weekly and as needed intergovernmental representative meetings at the League of Arizona Cities and Towns and provide a briefing to the Assistant City Manager.
- Provide copies of bills, bill summary / fact sheets, budget documents, committee reports, rules and reports or other information available which are pertinent to the City of Tempe's legislative agenda or having a bearing on the City of Tempe.
- Maintain professional, effective and positive working relationships with the Federal delegation; Arizona State Legislators; federal, state, and local governmental agencies and their staffs; and all other parties involved.
- Recommend and perform appropriate liaison and follow-up work as directed.
- Provide the Assistant City Manager a written post-legislative session report that updates the City Manager, the Mayor and City Council on the status of State legislative issues that outlines the impacts of various legislative proposals on behalf of the City of Tempe for the entire legislative session.
- Prepare Federal and State Legislative Agenda by identifying issues that are expected to be debated in the coming year that may affect the city.
- Make recommendations regarding effective strategies to achieve the city's objectives.

- Participate in monthly intergovernmental representative meetings at MAG, Metro/RPTA and provide a briefing to the Assistant City Manager.
- Review and comment on various regional proposals of interest to the City of Tempe. Notify Assistant City Manager of impacts of proposals.
- Confer with and provide advice to the Assistant City Manager regarding recommendations on various regional matters. Coordinate with appropriate staff to supply recommendations and supporting data to the Assistant City Manager, City Manager and Mayor and / or City Council.
- Performs other duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2011

Revised December 2012 (updated job duties)