



City of Tempe

GOVERNMENT RELATIONS DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	481	<i>Department:</i>	City Manager
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Government Relations Director
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Receives direction from the Assistant City Manager.

Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of experience managing legislative and/or public policy programs preferably for a public sector agency.
<i>Education:</i>	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. Master's degree is preferred.

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 plan, organize and administer the activities and operations of the Government Relations Office. 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.

- Administer, plan, and direct the activities of the Government Relations Office.
- 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.
- Recommend 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.
- Supervise and participate in the development and administration of the office budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Performs related duties as assigned.

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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 2011

Revised December 2012 (updated job duties)

Revised April 2021 (updated physical demands and work environment)

Revised March 2023 (updated to Director position)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Government Relations Director

Job Code: 481

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

Never	Occas.	Freq.	Contin.
0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE			
Sit			X
Stationary / Stand		X	
Move / Traverse		X	

WORK WITH OR EXPOSURE TO THE FOLLOWING			
Machinery*	X		
Electrical*	X		
Power Tools*	X		
Hand Tools*	X		
Personal Protective Equipment*	X		
Fumes	X		
Computer Software			X
Chemicals	X		

ENVIRONMENT			
Indoors			X
Outdoors		X	
Working in or around water	X		
Extreme Heat	X		
Extreme Cold	X		
Office Setting			X
Confined Spaces	X		
Excessive Noise**	X		
Heights	X		
Sewage Exposure	X		
Bodily Fluid Exposure	X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat	X	
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders		X
Neck Range of Motion		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working outside normal work hours at night and on weekends.
- May work alone for extended periods of time.
- May travel to/from meetings and various locations.
- Work in a busy, demanding and politically sensitive environment.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**