

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Governmental Affairs Liaison		
<b>Job Code:</b>	PR1591	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	616	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in the development and management of the City's government relations programs. Advises on legislative matters and programs; assists in development, implementation and management of various plans, programs, vital information and policies regarding legislative issues and municipal operations; and manages the state and federal legislative consultants for the City of Fort Worth.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides guidance to the Fort Worth City Council, City Management and City Departments on State legislative, administrative, Federal Agency and Congressional matters. Develops and prepares State and Federal Legislative Agendas.
3. Initiates and maintains relationships with various levels of government. Gains support for City of Fort Worth's strategic goals and objectives; strengthens and enhances ties at local, state and national levels; performs as liaison with legislative bodies and agencies; and represents the City on special commissions and special assignments.
4. Participates in coalitions to provide a unified lobbying voice; drafts and introduces legislation and floor amendments; and entertains and structures formal and informal settings.
5. Lobbies and communicates to key decision makers, elected officials and other stakeholders; presents, justifies and defends controversial positions in the best interests of the City; and establishes credibility and access to key decision makers' offices and staff.
6. Establishes relationships through networking. Identifies opportunities to initiate introductions; maintains relationships with internal and external individuals and organizations; and identifies, initiates, joins and seeks leadership and service opportunities in municipal associations, coalitions and groups.

7. Provides interpretations of legislative issues and position statements; engages in appropriate debate and consensus building; prepares testimony regarding municipal operations' issues conducive to discussion and consensus building; and makes government programs visible.
8. Assists in identifying legislative consultants who will perform work related to the best interests of the City; and assists in directing and/or evaluating the work of outside legislative consultants.
9. Assists the City in obtaining state and federal appropriations and funding.
10. Analyzes, educates, informs and disseminates legislative positions; maintains current knowledge of legislative processes; and researches new legislation and current events.
11. Understands technological research methods and tools; networks with others for information sharing purposes; seeks out self-education opportunities, seminars and conferences; and reads program updates.
12. Keeps current with local, state and national governmental/legislative affairs; and seeks formal and informal methods of thanking, recognizing and including individuals.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of a large city providing a variety of services to the community.
  - Modern principles and practices of city government and/or public administration.
  - Methods and techniques of conducting research.
  - Principles of report preparation.
  - Principles of business letter writing and basic report preparation.
  - Principles and procedures of financial record keeping and reporting.
  - Principles of municipal finance, budget preparation and control.
  - Principles of lead supervision and training.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, State, and local laws, codes and regulations.
  - Inner workings of state and federal government legislative and administrative process.
  - State funding process.
  - Federal appropriation process.
- **Skill in:**
  - Organization and time management.
  - Tact and diplomacy.

- Interpersonal relations.
- Negotiation.
- Conflict resolution and mediation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Lead, plan and review work of administrative support staff.
  - Develop and monitor budgets.
  - Research state and federal issues.
  - Analyze a variety of budgetary, organizational and procedural problems and recommend solutions.
  - Compile, organize and present information in a clear and logical manner.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise oral and written reports.
  - Operate office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, State, and local laws, codes and regulations.
  - Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in law, public administration, business administration, or a related field and four years of increasingly legislative and governmental affairs experience within a local government environment.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.