



## City of Irving Job Description

### Intergovernmental Services Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Manager's Office
<b>Job Code:</b>	22061	<b>Reports To (Job Title):</b>	City Manager

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#### **PURPOSE**

To execute the legislative and governmental relations goals set by the City Council and City Manager relating to assigned federal, state and local legislative and regulatory initiatives and city programs. Develop and implement strategies on key issues and goals assigned, and lobby federal, state, and local legislative bodies and other government entities. Represent the city on a wide range of matters before federal, state, and local governments including appointed officials in the executive and legislative branches.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Pursue the City Council's legislative agenda by evaluating pending legislation, reviewing legislation's impact on the city, and develop the organization's response to the legislation.
- Build and maintain relationships with federal, state, and local authorities, regulatory agency representatives and key policy makers.
- Facilitate meetings between key city officials and legislators to accomplish the city's legislative agenda.
- Develop and execute legislative strategies to further the city's strategic interests.
- Report progress of legislative strategies to the city's executive team and council.
- Attend scheduled briefings and meetings to be fully informed on issues within the region and state related to City Council's legislative agenda.
- Lead assigned staff in executing the legislative agenda.
- Raise issues by facilitating meetings and discussion with state agencies, such as: Transportation Commission, Attorney General's Office, Railroad Commission, etc.
- Evaluate the operations and activities of the department, recommend improvements, modifications, and changes in policy.
- Attend, participate in the preparation of the agenda for, and present to City Council meetings.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Attend board and commission meetings as needed.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise a substantial number of employees, dependent on active projects.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Manages a budget ranging \$100,000 - \$500,000 annually; oversees contract(s) for lobbyists.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Public Administration, or a closely related field.
- An advanced degree of study is preferred.

### **EXPERIENCE**

- At least seven (7) years of related experience is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.

## **SKILLS AND ABILITIES IN**

- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Information Organization:** Finding ways to structure or classify multiple pieces of information.
- **Management of Personnel Resources:** Motivating, developing, and directing people as they work and identifying the best people for the job.
- **Program Assessment:** Evaluating current / potential programs for effectiveness and efficiency.
- **Reporting:** Researching, analyzing, and compiling data and preparing concise documents.
- **Solution Appraisal:** Observing and evaluating the outcomes of a problem solution to identify lessons.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Interactive Presentation / Public Speaking:** Effectively presenting information to groups and responding to questions; communicating effectively with an audience.
- **Problem Analysis:** Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- **Time Management:** Managing time wisely to complete assignments on time.
- **Effective Supervision:** Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Judgment & Decision-Making:** Weighing the relative costs / benefits of a potential action.
- **Self-Management:** Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Frequent contact with outside organizations, local, state, and federal legislative bodies; interactions may require obtaining cooperation of people; frequent interactions involving difficult and sensitive issues. Frequent contacts with various groups including persuasion and negotiations.

## **EQUIPMENT AND PROPERTY**

Standard office equipment, such as a computer, telephone, printer, etc.

## **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.\*

The physical demands placed on the employee are light, and are composed of those associated with office / professional work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee works in a typical office environment. The noise level is mostly quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.