

South Jordan City

Job Description

Title:	Intergovernmental Affairs Specialist	Effective Date:	2/1/16
Org:	100160	FLSA:	Non-Exempt
Pay Grade:	16	Workers Comp:	Municipal

GENERAL PURPOSE

Assist in the development and implementation of strategies to achieve the City's goals with City, County, State, and Federal legislative bodies, issues, and processes, and with marketing the development of the City consistent with the City of South Jordan's Service Values and Mission Statement. This position works extensively with City staff, other municipalities, municipal associations and other entities to help develop, implement the City's strategies to achieve the City's legislative goals and represents the City in a variety of settings.

SUPERVISOR

City Attorney

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Formulate, develop, and carry out all Department work within applicable City policies and applicable law.

Assist the Office of the City Attorney with analysis and research relating to a wide variety of municipal, legal and legislative issues; monitor the legislative process, and legislation for its impact on the City and assists in representing the City on legislative issues; analyze legislation and makes recommendations regarding legislation to City staff and elected officials.

Coordinates and advises City staff to in developing legislative goals and direction and the strategies to achieve such for individual City Departments.

Work with the City legislative lobbyists to persuade, educate and inform legislators about the needs and goals of the City.

Regularly attends legislative committee meetings and hearings and comments on behalf of the City when assigned.

Organize and Coordinate events related to legislative, intergovernmental and development activities for the City.

Assist in the development and implementation of marketing strategies for the Development, Growth & Sustainability Team.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. A BS/BA degree in business management, law, political science or communications or other closely related field;

AND

B. At least one year of professional experience working within local or municipal government, elected officials, or other closely related experience;

2. Knowledge, Skills and Abilities:

Knowledge of legislative regulations and processes and laws relating to municipalities.

Ability to communicate clearly and effectively with City staff and elected officials on complex legislative issues; ability to professionally represent City on various committees and municipal associations; analyze complex data and make recommendations, write and speak persuasively, and draft memos and proposed legislation and policy on behalf of the City.

3. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger, dexterity required to perform essential functions. Mental application utilized memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Adm Support
Location:	Legal	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	1065