

South Jordan City

Job Description

Title: Associate Director Intergovernmental Affairs
Org: 100160
Pay Grade: 25

Effective Date: 1/23/18
FLSA: Exempt/Admin.
Workers Comp: Municipal

GENERAL PURPOSE

Develop and implement strategies to define and achieve the City's goals with Utah cities, counties and the State and the Federal Government consistent with the City of South Jordan's Service Values and Mission Statement. Identify issues and processes relating to governmental entities that affect the development and operations of the City.

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.

Perform all work in a manner consistent with the South Jordan City Mission Statement, Strategic Priorities, and Service Values. Work independently and exercises professional judgment and skill.

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

Coordinate and advise City staff in developing legislative goals, direction, and the strategies to achieve such for City Departments.

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

Regularly attend meetings of legislative bodies including: City Council, County Council and State legislative committees and bodies and participate on behalf of the City as assigned.

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

Perform 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.

Represent the City in a variety of settings and work extensively with City Council, Senior City staff, Lobbyists, municipalities, municipal associations and other entities to develop and implement the City's strategies to achieve the City's legislative goals.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor’s Degree from an accredited college or university with major course work in business management, law, political science or communications or other closely related field;

AND

B. Three years of professional experience working within local or municipal government, elected officials, or other closely related experience.

2. Special Qualifications

Valid Utah Class D Driver License.

3. Knowledge, Skills and Abilities:

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

Ability to operate a personal computer, Microsoft products, and planning and projects systems. Correct English usage, spelling, grammar and punctuation.

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.

Capacity to concentrate and function effectively and usually independently under heavy workload demands in matters of serious consequence.

Skill in having regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense and strategy and timing with regards to presentations to public; presenting data that will influence significant decisions.

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. Frequent local and 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:	Official/Admin
Location:	Legal	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	No match

