



City of Phoenix
INTERGOVERNMENTAL AFFAIRS COORDINATOR
(Non-classified)

JOB CODE 06230

Effective Date: 09/16

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to coordinate legislative and other intergovernmental activities. This includes facilitating interaction between the City administration, Mayor, and City Council, with the State, Native American communities and other counties, cities, and councils of government and metropolitan planning organizations. Responsibilities include maintaining an awareness of legislative activities affecting City operations, coordinating citywide grants and a number of special projects as assigned by the City Manager. The incumbent exercises considerable independent judgment and is subject to evaluation through conferences and results obtained.

ESSENTIAL FUNCTIONS:

- Develops and directs a program for maintaining contact with legislative and political leaders and coordinates staff efforts to obtain results on the City's legislative and regulatory objectives.
- Resolves differences between Phoenix and other political jurisdictions through conferences and discussion.
- Advises the Mayor, Council and City Manager on various intergovernmental relationships and policies.
- Coordinates preparation of administrative reports.
- Coordinates special projects at the direction of the City Manager.
- Represents the City at the State Legislature, Governor's Office and state administrative agencies.
- Coordinates the City's contacts and communication with federal officials and agencies.
- Supervises the Government Relations Office.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.



City of Phoenix

Required Knowledge, Skills and Abilities:

Knowledge of:

- State legislative procedures, functions, and committee organizational structures;
- Federal and State programs as they relate to municipal operations.
- Principles and practices of municipal finance and budgeting.
- Principles and practices of public administration.

Ability to:

- Analyze and interpret research findings and conclusions.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-to-one settings, group settings and using a telephone.
- Produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers' license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience working with State legislators and other elected officials, including administration of intergovernmental programs, and a bachelor's degree in public or business administration or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.