

**CLASS SPECIFICATION**  
**Government Relations Director**

FLSA Status: Exempt

Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the Government Relations Office; plans, organizes, manages, represents and advocates for political, financial, legislative and intergovernmental initiatives to meet the interests and objectives of the Mayor, City Commissioners, City Auditor and all of the City's offices and bureaus. Provides overall strategic advice, judgment and direction for the Mayor, City Commissioners, City Auditor and all of the City's offices and bureaus for accomplishing City objectives. Analyzes and interprets highly complex state and federal proposals, laws, rules and regulations and their impacts on the City; provides leadership and management of all of the City's legislative and intergovernmental relationships with Congress, the State Legislature, agencies of the federal government, State of Oregon and other units of government; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for directing, coordinating, facilitating, evaluating and integrating accomplishment of the City's political, federal, state and intergovernmental legislative objectives. The incumbent is responsible for assuring that the City and all of its operations and resources are protected from any external legislative and regulatory threats. The incumbent is responsible for mobilizing and managing City representatives to advocate for legislative positions, for encouraging and persuading elected state and federal policymakers to work for City interests and for effectively utilizing officials of other governmental agencies and interest groups to support and advocate for City positions. The incumbent establishes overall strategic direction and develops effective relationships with internal and external interests to achieve City objectives. Responsibilities are extremely broad in scope, require a high degree of political acumen and judgment, the ability to work effectively in a highly complex, sensitive and confidential field and are evaluated in terms of overall effectiveness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Government Relations Office; with staff, develops, implements and monitors work plans to achieve office mission, goals and performance measures; directs the development of and monitors performance against the biennial office budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and office goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Provides overall direction and management of the City's annual state legislative program, including development and approval of strategies, methods and resources to advance City objectives and protect the City from external threats; develops the City's annual state legislative agenda including soliciting and integrating bureau legislative priorities, conducting Mayor/Council work sessions to establish City priorities and objectives within the context of the state's legislative and political environment; manages legislative information systems, staff and resources; ensures representation of City interests throughout legislative sessions, at interim committees, work groups, negotiations and discussions.
5. Directs and approves involvement of City bureaus in developing information and materials for use in advocating for City positions; directs or approves position statements, strategies and appropriate involvement of City officials in promoting City positions in cooperation with Council and the Mayors office.
6. Develops and maintains effective relationships with members of the Legislature, the Governor, other state elected and appointed officials, members of Congress, and other units of government, citizen groups, state and national municipal and private sector associations and the media for the purpose of advancing matters important to the City; maintains and manages regional public sector lobby coalitions.
7. Provides policy development, political advice, advocacy or defense of City interests, management of special projects, leadership on legislative workgroups and analysis of ballot measures, legislation, rules and other materials to City bureaus and offices as needed.
8. Provides overall management and direction of the City's federal legislative program including development and implementation of annual federal objectives and strategies; manages and oversees the work of retained consultants; maintains effective relationships with members of Congress, the administration and appropriate federal agencies.
9. Directs the organization of community engagement sessions held to solicit public input for the purpose of building the state and federal legislative agendas; coordinates sessions in conjunction with Mayor's office, City Council, Office of Neighborhood Involvement, and state legislators; determines strategy for synthesis, analysis and reporting of information gleaned from community input; works with Mayor, Commissioners, and Bureaus to translate public input into items for legislative agenda; leads analysis of legislative outcomes and is accountable for reporting outcomes of public input and related legislation back to community.
10. Analyzes or introduces proposed changes to federal, state and local laws, regulations and rules as well as compliance orders and court decisions relating to City programs; analyzes prospective impact and recommends City positions; directs bureau and office staff in the development of strategy and other means for providing information to decision makers.

11. Directs, organizes and participates in the city's lobbying trips to Washington, DC, for the Mayor, Commissioners, and bureaus and with other businesses, organizations, and governmental entities as related to the city's legislative agenda; serves as the liaison for the city to the Administration in Washington DC, including political and nonpolitical appointees; works with various cabinet-level and appointed offices to facilitate visits to city of Portland.
12. Represents the bureau to the Commissioner-in-Charge and the City Council.

### **OTHER DUTIES**

1. Organizes and leads meetings between the City Council and other legislative organizations; manages and conducts individual meetings with legislative representatives and candidates; organizes and leads lobby delegations.
2. Assists as needed on special assignments and projects dealing with legislative issues

### **DESIRED MINIMUM QUALIFICATIONS**

Knowledge of:

1. State and federal political systems and the legislative process.
2. Legislative methods, techniques and procedures of the City Council and other political subdivisions.
3. City Charter and Code provisions, ordinances, policies and City Attorney opinions.
4. Operating, financial and legal problems and trends among large municipal agencies.
5. The organization of the City, including the functions and interrelationships of its bureaus and offices.
6. County, state and federal legislative trends affecting the operation and control of municipalities.
7. Principles and practices of civil and administrative law, especially as they relate to municipal governments and state subdivisions.
8. Principles, methods and techniques of legal research and investigation.
9. Responsibilities and obligations of public officials and administrative agencies under state law.
10. State law and court cases applicable to the conduct of public meetings, maintenance of public records and the conduct of elections by municipalities.
11. Principles and practices of public administration, including budgeting, financial planning, purchasing and the maintenance of public records.
12. Principles and practices of effective management and supervision.
13. City human resources policies and labor contract provisions.

Ability to:

1. Plan and direct a broad, comprehensive legislative program and activities, including the application of sound political and legislative acumen to the development and execution of legislative representation strategies and approaches.
2. Define complex legislative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply City, state and federal policy, law, regulation and court decision applicable to areas of responsibility; analyze, interpret and explain proposed legislation

and programs in terms of impact on the City sources of revenue, operations, programs, policies and activities.

4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written material.
7. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
8. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
9. Establish and maintain highly effective working relationships with the Mayor, City Commissioners, all levels of City management, other governmental officials, employees and the public.

#### Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university; a law degree; and at least ten years of experience in legislative research, legislative representation and/or intergovernmental affairs, at least five of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

#### **Licenses; Certificates; Special Requirements:**

Possession of a license to practice law in the State of Oregon is highly desirable but not required.

A valid state driver's license may be required for certain assignments.

#### **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation

---

---

#### **Class History:**

Adopted: 07-01-02

Class created as a result of nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of position from the following class(es):

0810 Government Relations Director Adopted: 07-01-92

Revised: 10-14-05 (Minor revisions per Mayor's office)

03-06-12 Additions to duties and responsibilities made to reflect change to annual legislative session and expanded community involvement function.