

CLASS SPECIFICATION
GOVERNMENT RELATIONS SPECIALIST III

PAY GRADE: 59
CLASS CODE: 30003062
EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to the Director of the Office of Government Relations or other executive-level position. Under general policy direction, leads the City's legislative, tribal, international and/or intergovernmental policy and diplomatic objectives through representation in legislative proceedings and external organizations, forums and committees, developing and maintaining relationships with local, regional, tribal and international government officials, and providing strategic advice to City Council and Bureaus/Offices,. Classification is exempt from Civil Service.

Responsibilities include: managing a Government Relations program; supervising organizational unit staff; developing the strategies for advocacy, public policy engagement, and diplomatic relations with other governmental stakeholders; working with City Council and Bureaus/Offices to formulate legislative, policy, and diplomatic priorities, initiatives and agendas; providing guidance and promoting the City's state legislative and policy agendas and/or providing guidance and promoting the City's tribal and international policy goals and agendas; lobbying and representing the City to legislators, elected officials, executive-level management, intergovernmental agencies, and other partners and stakeholders; monitoring and reporting on legislation that may impact City programs, operations, and policies; working with local, regional, statewide, federal, tribal, or international partners; developing coalitions to advance mutual legislation, financial, diplomatic, and policy goals. Requires seasonal travel when legislative proceedings are in session and strategic outreach trips.

DISTINGUISHING CHARACTERISTICS

Government Relations Specialist III is the highest of three classifications in the Government Relations Specialist series.

Government Relations Specialist III is distinguished from Government Relations Specialist II in that the former manages a Government Relations program and assigned staff, and exercises considerable discretion in program and policy recommendations and decisions.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Develop and lead the implementation of strategies, advocacy and public policy engagement with local, regional, state, federal, tribal, international and other intergovernmental stakeholders to further the City's operational, administrative, political, financial, diplomatic, and policy interests.
2. Work with Bureaus/Offices to identify and refine issues to be included in legislative agendas, policy initiatives, and/or community engagement; mediate conflicts when concepts impact multiple Bureaus/Offices; recommend City positions and actions on external legislation, policy, and

diplomatic matters to achieve desired results and provide likelihood of success; present agendas to City Council during work sessions and for final approval; communicate with Bureaus/Offices and City Council regarding legislative and policy statuses and strategy updates.

3. Track, analyze, and interpret proposed legislation on matters related to City programs, operations, policies, fiscal matters, and other relevant issues; draft legislation summaries, position papers, and regular correspondence regarding legislative updates to City Council and Bureaus/Offices; direct, prepare, and present to City Council a comprehensive report of the completed legislative session.
4. Manage and conduct research to recommend solutions and propose strategies for legislative action; initiate community outreach sessions with the public, intergovernmental, and other external agencies to solicit input.
5. Directly lobby, advocate, and negotiate for the City's legislative agenda to legislators and others in order to introduce and pass legislation; propose revisions to legislation consistent with City interests and work to defeat bills contrary to City interests.
6. Manage and conduct research to develop strategies to address complex operational, administrative, financial, political, and policy issues and opportunities in area of expertise; develop and maintain relationships and public policy engagement with legislators and their staff, elected and appointed officials, community, international and tribal partners, and other stakeholders.
7. Develop and implement internal City policies, procedures, and protocols in area of expertise to advance, support, and affirm the City's Core Values of Anti-Racism, Equity, Transparency, Communication, Collaboration, and Fiscal Responsibility.
8. Manage Government Relations program including the creation and execution of a work plan; the development and approval of strategies, methods, and resources to advance and protect the City's objectives; and building a communications strategy including editing and oversight of content.
9. Lead the work of the organizational unit; supervise, plan, and evaluate work of staff; provide performance feedback, developmental goals, coaching, and mentoring; conduct annual performance evaluations; and recommend personnel actions to management or executive-level staff.
10. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
11. Facilitate and advise City Council, Bureau/Office directors, and policy staff in lobbying and conducting diplomacy with legislators, elected or appointed officials, and international and tribal governments, partners, and stakeholders; coordinate meetings between City Council members and Bureau/Office directors with legislators, their staff, elected and appointed officials, and international and tribal governments, partners, and stakeholders; brief City Council and Bureau/Office directors, and policy staff prior to meetings.
12. Collaborate and travel to meet with regional, statewide, federal, tribal, and/or international partners to vet concepts, build initial support, and develop coalitions to advance mutual legislative, political, and policy interests.
13. Represent the City's interests to external organizations, associations, delegations, and other public forums, serving on external policy committees, summits, and other public forums; write and review letters of support or opposition on behalf of the City; testify before legislative committees.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Establish and maintain diplomatic relations with tribal nations and the urban Native American community; advise and educate City officials, Bureau/Office leadership, and other stakeholders on complex issues, topics, and fields related to tribal relations including cultural interpretation.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under limited supervision by the Director of the Office of Government Relations.

Directly supervises Government Relations Specialist I, Government Relations Specialist II positions and/or other staff. May also lead the work of additional staff, interns, or volunteers.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of intergovernmental affairs, community relations, and public affairs issues and challenges, relevant laws and regulations, and court decisions applicable to City programs, operations, and policies.
2. Knowledge of responsibilities and obligations of public officials and administrative agencies.
3. Knowledge of legislative processes, steps, and influence points.
4. Knowledge of the principles and practices of leadership, current business communication, public administration, program evaluation, and fields related to the mission and purpose of the organizational unit.
5. Knowledge of conflict resolution and coalition building.
6. Knowledge of negotiation techniques and the ability to apply them in lobbying on behalf of the City.
7. Knowledge of principles of supervision, training and performance evaluation.
8. Ability to learn the City's key functions and interrelationships of Bureaus/Office's, strategies, programs, policies, and operations and legislative positions.
9. Ability to supervise and direct staff of non-technical and technical personnel.
10. Ability to navigate sensitive political environments.
11. Ability to perform legislative, financial, statistical, and comparative analysis and research.
12. Ability to prepare clear, concise, accurate, and complete analyses, reports, correspondence, records, and other written materials.
13. Ability to establish and maintain effective working relationships with elected officials, legislators, the public, Bureau/Office staff, intergovernmental and other agency staff, and others encountered in the course of work.
14. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
15. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
16. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in public or business administration, political science, public policy, or a related field;

AND

Experience: Five (5) years of progressively responsible experience in legislative analysis or intergovernmental affairs.

Special Requirements and/or Qualifications:

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

Preferred Qualifications:

Juris Doctorate from American Bar Association certified law school; license to practice law in the State of Oregon; master's degree in public policy, public affairs, or related field from an accredited college or university; or equivalent work experience, including supervisory or management experience.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates:

3/2021 Updated class spec title from Government Relations Lobbyist II

Updated essential functions to reflect international and tribal relations duties