



## Manager of Legislative Affairs and Grants

### SUMMARY

The position of Manager of Legislative Affairs and Grants is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Town Manager. Under policy direction from the Town Manager, the Manager of Legislative Affairs and Grants plans, organizes, directs and integrates the Town's legislative activities, researches and submits grant applications; performs complex administrative, financial, statistical and other management analysis; and provides recommendations to the Town Manager and Assistant Town Manager in formulating policies and procedures for the executive branch of Town government; provides support to the Town Council; handles a variety of special projects as assigned, and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direction and supervision over professional, technical, and clerical staff.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Perform complex, difficult and sensitive professional work and provide assistance to the Town Manager and Assistant Town Manager regarding Town-wide issues, programs or operations.
- Plans, coordinates, organizes and conducts complex and highly responsible administrative, management and legislative analysis relating to assigned issues and/or programs. Obtains information and data for analysis; analyzes alternatives and makes recommendations; develops and presents reports of study conclusions and recommendations; assists in implementing policies and procedures; drafts reports, recommended legislative documents and presentation materials for the Town Manager, Assistant Town Managers and/or Town Council.
- As assigned, represents the Town and works closely with the Town Council and public and private officials, and provide assistance in resolving problems.
- Serves as liaison to and presents recommendations on legislative matters; attends meetings, answers questions and performs required follow up to facilitate action.
- Serves as staff representative to Committee, as directed by the Town Manager; prepare and present staff reports and other necessary correspondence.
- Establish and maintain effective relationships with the community at large, the Town Council and other public officials.

- Monitor and track legislation and advise the Town Manager and Assistant Town Manager of impact on the Town.
- Prepare the Town's Legislative Platform.
- Respond to emergency and problem situations in an effective manner.
- Prepare staff reports and recommendations for Council action.
- Represent the Town in all functions of inter-governmental relations to include: A. interaction with elected officials; B. interaction with lobbyist.
- Research, author and track grant proposals

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

A bachelor's degree from an accredited college or university and five (5) years of increasingly responsible municipal experience, including responsibility for responding to public inquiries/complaints, coordinating a legislative agenda, working with governmental affairs professionals and conducting a variety of research assignments.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

#### **Knowledge of:**

- Research methods, techniques of report writing and presentation.
- General laws, ordinances and regulations of municipal government.
- Computer software including word processing and spreadsheet programs.

#### **Ability to:**

- Analyze problems; and identify solutions and consequences of proposed action.
- Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
- Collect, compile and evaluate data, either in statistical or narrative form.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Exercise sound independent judgment, common sense.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Exercise good judgment in dealing with highly sensitive political, public policy, community and employee issues and situations.
- Establish and maintain effective working relationships with the Town Council, all levels of Town management, other government officials, community and civic organizations, employees, the public and others encountered in the course of work.
- Communicate effectively with others both verbally and in writing.
- Represent the Town in a variety of meetings.
- Use initiative in making difficult decisions.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions.

Work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Occasionally, employee may visit sites with exposure to loud noise levels and may be exposed to inclement weather conditions and potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures.

*\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*