

## **JOB DESCRIPTION**

### **MANAGER OF LEGISLATIVE AFFAIRS AND GRANTS**

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 Managers 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.

#### **DESCRIPTION OF DUTIES**

Listed are illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Perform complex, difficult and sensitive professional work and provide assistance to the Town Manager and Assistant Town Managers 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 Managers 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.;

#### QUALIFICATIONS AND EXPERIENCE

Knowledge of:

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

Ability to:

1. Analyze problems; and identify solutions and consequences of proposed action.
2. Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
3. Collect, compile and evaluate data, either in statistical or narrative form.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Exercise sound independent judgment, common sense.

6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Exercise good judgment in dealing with highly sensitive political, public policy, community and employee issues and situations.
8. 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.
9. Communicate effectively with others both verbally and in writing.
10. Represent the Town in a variety of meetings.
11. Use initiative in making difficult decisions.

**EDUCATION, TRAINING AND EXPERIENCE:**

A bachelor's degree from an accredited college or university and five 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.

**SALARY RANGE:**

Monthly: \$6879 to \$9719