

MAJOR FUNCTIONS

This is highly responsible professional and administrative work assisting the Leadership Mayor in carrying out the functions and activities of the Office of the Mayor and coordinating legislative and intergovernmental functions and activities for the City of Tallahassee. Responsibilities include serving in a supervisory role as Chief-of-Staff for the Mayor's office; senior assistant to the Mayor; administering the City of Tallahassee's state, and federal legislative programs; and assisting the Mayor, City Commissioners, and staff in the coordination and execution of strategies and the establishment of effective working relationships with other local, state and federal governmental agencies. The work involves direct lobbying on behalf of the City before the Florida Legislature and U. S. Congress. The incumbent is charged with responsibility for developing and maintaining professional contacts with management representatives and elected and appointed officials of governmental agencies at all levels of government in order to promote the policies and programs of the City of Tallahassee. Although the incumbent is expected to exercise considerable independent and mature judgment, general direction is received from the Leadership Mayor who reviews work performance through observation, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties:**

Supervises the aides in the Office of the Mayor and the clerical staff supporting the Office of the Mayor and the City Commission Office. Oversees and coordinates the administrative functions of the Office of the Mayor and the City Commission Office. Represents the Mayor in meetings with key governmental, business, and civic leaders. Participates in staff briefings as requested by the Mayor. Performs in-depth research to aid in the formulation of policy recommendations and prepares staff reports and position papers as assigned. Coordinates all City lobbying efforts, whether those efforts are carried out directly through contract lobbyists or through the assistance of the Mayor or individual City Commissioners who may possess expertise in a specific area. Performs in-depth research related to legislative issues to aid in the formulation of policy recommendations. Develops and maintains professional contacts with elected and appointed officials and representatives of all governmental agencies, regulatory and legislative bodies. With guidance and involvement from the Mayor and City Commissioners, prepares an annual intergovernmental relations program for the City, and an annual joint legislative priorities list in conjunction with the Chamber of Commerce county government, school board, universities, and other entities, as appropriate. Reviews proposed bills which impact the City; meets with legislators and congressional representatives on an on-going basis, especially during deliberation on bills and amendments; advises the Mayor, City Commissioners and staff on status and changes to pending legislation. In accordance with an established schedule, meets with each City Commissioner to receive his/her input and provide a report on the status of intergovernmental issues. Plans, coordinates and implements annual legislative Welcome Back event. Represents individual Commissioners, as requested, at meetings on intergovernmental issues, and provides data and research for issues the Commissioner wishes to address. Provides written reports on a scheduled basis to the Mayor and City Commissioners on intergovernmental related issues. Represents the City of Tallahassee in appearances before local, state, and federal governmental agencies and before the Florida Legislature and U. S. Congress. Coordinates international sister city relations/program. Evaluates and recommends to the Mayor and City Commission changes in policy, organization and methods to enhance relationships between the City and other governmental agencies. Represents the City at meetings with lobbyists of other cities, the Florida League of Cities, the Florida Association of Counties, etc., on legislative issues. Attends meetings of the City Commission. Recommends the hiring, advancement, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Develops and maintains a legislative monitoring system for the City to identify emerging issues of significance to the City. The incumbent also coordinates the submission of state and federal grants for the City of Tallahassee, helping staff as needed with research and writing proposals. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of municipal organization and function. Ability to establish and maintain relationships with local, state and federal government agencies. Considerable knowledge of research methods and techniques and methods of presentation and market methods. Ability to initiate, analyze, and monitor status of proposals pending before local, state, and federal governmental agencies and legislative bodies. Ability to exercise independent judgment and initiative in achieving results on legislative proposals. Ability to understand diverse projects and balance multiple projects. Ability to assemble, organize and present, in written and oral form, statistical, financial or factual information derived from a variety of sources. Skill in public speaking, public relations, and strong interpersonal communications. Skill in negotiating issues with high fiscal impact. Skill in the use of computers and the software programs that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and three years of experience; two years of which must have been lobbying at the legislative level, and one year of either professional staff and administrative experience, or one year of experience in intergovernmental relations; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a valid Class E State driver's license at the time of appointment.

Established: 07-05-97

Revised: 03-01-00

03-13-03

07-18-08

11-02-18*