

**CLASS SPECIFICATION**  
**GOVERNMENT RELATIONS SPECIALIST I**

**PAY GRADE: 57**  
**CLASS CODE: 30003525**  
**EFFECTIVE: March 12, 2021**

**CLASSIFICATION SUMMARY**

Reports to a Government Relations Specialist III, Manager, or other management- or executive-level position. Under general supervision, supports the City's legislative, tribal, international and/or intergovernmental policy agendas by conducting extensive research, and writing and reporting on legislative, intergovernmental, and relevant policy developments to City officials and staff. Classification is exempt from Civil Service.

Responsibilities include: researching topics to support the assigned Government Relations program objectives; monitoring, interpreting, and reporting on key legislative and policy issues impacting assigned program; preparing, editing, and coordinating analytical, statistical, and operational reports, newsletters, and other documents; preparing written and verbal recommendations to leadership; tracking news and social media; maintaining social media account(s); providing quality, effective, and timely customer service; and planning, organizing, and coordinating events to support assigned program.

**DISTINGUISHING CHARACTERISTICS**

Government Relations Specialist I is the first of three classifications in the Government Relations Specialist series.

Government Relations Specialist I is distinguished from Government Relations Specialist II in that the former provides support and assistance to an assigned government relations program under general supervision and the latter exercises discretion in program and policy recommendations, strategies, and decisions requiring comprehensive subject matter knowledge in area of expertise.

**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. Research and compile data from a variety of sources; conduct legislative and archival research; assemble, analyze, and interpret data; perform causal analyses; assist in developing analytical techniques and data-gathering processes; analyze and distill policy documents from subject matter experts.
2. Prepare correspondence and reports identifying issues and presenting on a variety of budgetary, administrative, policy, funding, diplomatic, and legislative issues; review correspondence prepared by staff.
3. Monitor legislative committees and external organizations, associations, delegations, and other public forums; track, summarize, and report on actions impacting City programs, operations, policies, fiscal matters, and other relevant issues.

4. Track media coverage on matters impacting City programs, operations, policies, fiscal matters, and other relevant issues; maintain websites, social media presence, hardcopy and electronic forms, applications, and brochures; create and revise current forms, applications, and brochures.
5. Provide support and advice to City staff on relevant histories, treaties, protocols, customs, and other issues regarding local, regional, state, federal, tribal and/or international communities, governments, and other organizations.
6. Assist and collaborate with staff, elected officials, and external stakeholders in planning, developing, implementing, and evaluating programs or activities, including community and media promotions, education and advertising campaigns, and assigned projects and initiatives.
7. Assist in creation and education on 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. Coordinate staffing of City elected officials and executive management in discussions and negotiations with governments, communities, forums, legislative or other committees, and other external organizations.
9. Provide internal and external customer service to City employees and the public on related programs and services; compile, research, and evaluate complaints and issues; identify areas of concern and develop recommendations for solutions and improvements; prepare clear and concise responses.
10. Provide internal administrative support and coordination; update and maintain internal databases, mailing lists, and other tracking software; analyze data, identify gaps, and resolve issues.
11. Plan, organize, and coordinate events to support programs; convene coalition and collaborations with local, state, regional, national, international, tribal, and other organizations.
12. Provide additional support to special projects or programs that require coordinating with City Bureaus and/or external parties.

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. Represent Mayor and City Council at public events, meetings, and ceremonies, including with sovereign Tribal government elected leadership and staff.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Government Relations - Specialist III, Manager, or other management- or executive level position.

This classification does not have supervisory responsibilities.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of responsibilities and obligations of public officials and governmental agencies.
2. Knowledge of legislative processes, steps, and influence points.
3. Knowledge of coalition building.
4. Knowledge of social media, online marketing, and website maintenance
5. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
6. Ability to learn the City's key functions and interrelationships of Bureaus/Office's strategies, programs, policies, and operations and legislative positions.
7. Ability to learn relevant laws and regulations, and court decisions applicable to City programs, operations, and policies
8. Ability to navigate sensitive political environments.

9. Ability to perform legislative, financial, statistical, and comparative analysis and research.
10. Ability to prepare clear, concise, accurate, and complete analyses, reports, correspondence, records, and other written materials.
11. 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.
12. 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.
13. 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:** Associates degree from an accredited college or university with major course work in public administration, political science, public policy, or a related field;

AND

**Experience:** Three (3) years of responsible experience in public policy, advocacy, legislative analysis, or intergovernmental affairs.

### **Special Requirements and/or Qualifications:**

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

### **Preferred Qualifications:**

Bachelor's degree in public policy, public affairs, or related field from an accredited college or university; or equivalent work experience.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: