Job Title: Intergovernmental Programs Manager

Department: City Manager's Office

Immediate Supervisor: City Manager

Origination Date:	**06/28/2009**
Revision Date:	**08/14/2009**
Job Grade	**611**
FLSA Status	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

Plans, directs, develops and implements the City's federal, state, and regional legislative policies and activities by strategizing with City Manager and key leaders of outside agencies such as federal and state legislators and the Governor's Office. This position grasps complex policy issues, communicates with elected officials and staff at all levels of government, prepares reports, and makes recommendations for consideration by City Manager and Council. This position coordinates and oversees City representation on various councils, committees, and groups, manages City and contract employees. Provides budgeting and administrative work, involving the study, research, and application of policies, administrative systems, procedures, and practices. This position works closely with the City Manager in formulating and recommending the City's stance on key intergovernmental issues to the Mayor and Council for action. This position is responsible for the development, oversight and administrative management of the City's grants from various federal, state and local entities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Develops and guides the City's state and federal legislative programs by seeking operational information and needs from staff and elected officials, developing state and federal legislative agendas, soliciting and directing any needed contracted lobbyists, analyzing potential federal and state legislation and communicating its impact to Council and City staff, developing testimony, tracking progress of pending legislation, and coordinating lobbying efforts with the AZ League of Cities. Represents the City's interest in meetings and communications with regional, state, and federal officials; and develops PowerPoint presentations, briefings, and policy memos to Council with recommendations for action.
2	S	Forges strong working relationships and negotiates fiduciary responsibilities affecting city budgets, infrastructure funding and planning between the City and Legislators, other cities elected officials and staff, Governor's office, federal congressman, senators and staff, MAG, ADOT, WESTMARC, Luke AFB Personnel, RPTA and other outside agencies.

	Physical Strength Code	ESSENTIAL FUNCTIONS
3	S	This position is responsible for developing all related policies, procedures and governance of grants, aligns with grantor agreements and regulations. This position works closely with all city departments and divisions involved in the grant process which potentially brings millions of dollars of outside funding to the City. Provides leadership as liaison with grantors, initiating communications with and responding to internal and external executive and oversight agency management and staff.
4	S	Has responsibility of City division/department budgets by planning budget guidelines for grants, reviewing budget requests and recommendations, preparing budget proposals, monitoring division/departmental budget execution, and recommending adjustments.
5	S	Facilitates Maricopa Association of Governments (MAG) committees representation and information exchange among City personnel, coordinates regional project submissions for funding, staffing Mayor and elected officials and providing information exchange with MAG personnel.
6	S	Recommends City Council and Staff representation to serve on various councils, committees, and groups; attends meetings related to ADOT, McDOT, West Valley Mayors and Managers, Westmarc, and Valley Metro, etc.; and directs policies, communication activities and opportunities.
7	S	Acts as a liaison between residents and military base personnel by becoming a City representative of the community support group, Fighter Country Partnership, attending Luke-West Valley Council and the regional military council, monitoring activities of the Governor's Military Commission, coordinating communication among City staff, homeowners and base personnel, developing policies, and advising all involved of shared interests; initiates discussion with federal delegation members; lobbies for the protection of the mission of Luke AFB; and works with regional partners to guide contracted federal government relations firms.
8	S	Educates staff, seeks staff expertise and comments on legislative needs by reporting to Council and staff during federal and state legislative session, arranging attendance at workshops and conferences and legislative testimony, and instructing staff on developing legislative policies.
9	S	Plans, organizes, and directs the activities of staff. Selects, develops, motivates, and evaluates personnel; works with employees to correct deficiencies; and implements discipline when necessary.
10	S	Supports Mayor and Council initiatives to secure funding and promote legislation.
11	S	Recommends policy positions to Mayor, Council and City Manager and develops strategies and approaches on regional, state and national legislative issues affecting the city. Meets with Mayor, Council and City Manager to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges.
12	S	Collaborates regionally, statewide and federally establishing public policy issues affecting the city.
13	S	Participates on City management teams to develop City strategies and policies related to public policy issues affecting the City.

	Physical Strength Code	ESSENTIAL FUNCTIONS
14	S	Receives and responds to inquiries from press on legislative issues.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, registration with the Secretary of State's office.
Reading	Work requires the ability to read general correspondence; state and federal legislation, policy implications, and analyses at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write general correspondence, memorandums, reports, and letters at a college level.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy / Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Moderate - Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.
Technical Skills	Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	High - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☐ Around work site
Lifting	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Supplies ☐ Equipment ☒ Files
Carrying	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Supplies ☐ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ For supplies ☒ For files
Handling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☒ N ☐ R ☐ O ☐ F ☐ C	☐ Under equipment ☐ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Climbing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Stairs ☐ Ladders ☐ Step stools ☐ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☐ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☒ N ☐ R ☐ O ☐ F ☐ C	☐ On ladders ☐ On equipment ☐ On step stools
Bending	☐ N ☒ R ☐ O ☐ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☐ Making repairs
Crouching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☐ Listening to equipment
Twisting	☐ N ☒ R ☐ O ☐ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Vehicle telephone, general office supplies, computer, printer.

Computer Equipment and Software:

Standard Microsoft Windows and office software, Internet.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☒	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☒	☐	☐	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☒	☐	☐	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☒	☐	☐	☐	☐
Chemical hazards	☒	☐	☐	☐	☐
Electrical hazards	☒	☐	☐	☐	☐
Fire hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☒	☐	☐	☐	☐
Physical danger or abuse	☒	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☐ Outdoors
☐ Other (Specify)

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Protective Equipment Required:

N/A

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☒ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☐	☒	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☒	☐	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk – be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees – provide positive feedback
- Be visionary – anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
City Manager	Signature of City Manager	Date

Comments:_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.