



The City Beautiful

City of Coral Gables Job Description

Job Title: Government Affairs Manager **Prepared Date:** 06/2015
Department: City Manager's Office **Approved By:** HR/CM
Classification: 0629
Pay grade: 28E
FLSA: Exempt



Summary

Serves as a key member of the City's leadership team. Highly responsible administrative staff and liaison work involving direction and coordination of specialized City projects and functions, analysis and preparation of reports, and other tasks as may be assigned by the City Manager.

The ideal candidate must be able to think and exercise considerable initiative and independent judgment. Must also be a creative thinker, a leader and is a person who understands responsibility and accountability. The position requires strong organizational development skills, experience in developing policies and procedures. This is a highly visible position which demands excellent communication, presentation, negotiation and management skills.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the City Manager in the administration of the City, consistent with the City's goals and objectives, as well as ensuring high-quality customer service, and professional standards.

Ability to assist in implementing the City Commission's strategies, priorities and decisions.

Initiates and directs research and special studies and projects.

Manages City programs or serves as liaison to groups or agencies working with the City.

Resolves or assists in the resolution of citizen inquiries/complaints.

Reviews and responds to or makes recommendations concerning incoming correspondence, memorandums, reports, and similar material.

Represents the City Manager before Committees, Boards, citizen groups, and other agencies or organizations.

Makes recommendations in the development of administrative policies, and gives policy guidance to other staff.

Prepares memos, reports, and agenda items for submission to the City Commission.

Confers with and advises department and division heads regarding assignments/tasks/functions delegated by the City Manager.

Attends City Commission meetings, staff meetings, committee meetings, and conferences.

Performs related tasks as required.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of general management, public and business administration, and their application to governmental administration. Considerable knowledge of supervisory principles and practices. Considerable knowledge of research techniques and the available sources of current information in the area of assignment. Considerable knowledge of the principles and practices of modern office administration. Knowledge of public relations principles and practices. Ability to supervise subordinate employees in a manner conducive to the full performance and high morale. Ability to exercise judgment and discretion in devising, installing and/ or interpreting City rules, regulations, policies, or procedures. Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public. Ability to carry out complex verbal and written instructions. Ability to express ideas and information clearly and concisely, both verbally and in writing. Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and tax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Qualifications

Bachelor's degree in Business, Public Administration, Communications, or a related field. Advanced degree preferred.

Extensive administrative experience and responsibility including policy analysis/formulation/recommendation, project management, problem solving, and decision making.

OR

An equivalent combination of training and experience beyond a Bachelor's degree.

Ability to communicate in Spanish is a plus.