



## City of Peoria HUMAN RESOURCES

### **Title:** Intergovernmental Affairs Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Intergovernmental Affairs Director.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree with preference to degree in Communication, Political Science or Public Policy. Masters degree in Public Administration or related field preferred.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous legislative experience is preferred.

**JOB SUMMARY**

The purpose of this position is to assist the Department Director with coordination and development of the City's legislative program and regional activities. Represents the City with a variety of external governmental agencies; multipurpose position requiring ability to engage in other projects as needed.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions   |
|---|---|
| 1 | Supports the Department Director by monitoring legislation, managing assignments, and representing the City at the Legislature, regional agencies, and Luke Air Force Base.   |
| 2 | Reviews and analyzes Maricopa Association of Governments (MAG), Regional Public Transportation Agency (RPTA) agendas and policy documents; provides management and Council monthly briefings on all external agency related meetings; attends all regional functions, with or on behalf of City management; attends annual conferences with Council; attends other out-of-state functions related to regional agencies.   |
| 3 | Provides legislative support. Monitors and tracks legislative policy; solicits feedback from internal department directors and City staff; provides feedback / input to League of Arizona Cities and Towns; develops Council PowerPoint presentations for Department Director.  |
| 4 | Serves as transportation liaison for City / regional related projects that may have political element; coordinates and facilitates meetings with external agencies, such as Arizona Department of Transportation (ADOT); participates in the City's transportation cross-functional meeting to exchange information; collaborates and coordinates transportation activities.  |
| 5 | Provides talking points, presentations, and various communication pieces for City management, Mayor and Council.  |
| 6 | Builds political support for regional decisions and key officer positions within various regional bodies; networks, builds and develops professional relationships with intergovernmental affairs representatives from other cities throughout the region; develops regional strategies as they pertain to MAG and RPTA; provides additional staff support for management, Mayor, and Council members when they hold officer positions; serves as a coordinator for Grand Avenue Coalition meetings, including meeting logistics, invite list, agenda, and talking points for elected officials and management. |
| 7 | May coordinate special projects as assigned.  |



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| <b>Physical strength for this position is indicated below with "X"</b>   |   |  |   |   |  |
|--|---|--|---|---|--|
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |   |  |   |   |  |
| Sedentary  | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.  |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| <b>Work Environment for this position is indicated below with "X"</b>  |   |   |  |  |
|--|---|---|--|--|
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |   |   |  |  |
| Office   | X | Outdoors  | Vehicle  | Office and Field/<br>Plant/ Warehouse  |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.  |   | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.