



<b>Position Title:</b>	Director, Federal and Municipal Relations		
<b>Reports To:</b>	Director of Governmental Affairs		
<b>Department:</b>	Office of the College President	<b>Job Code:</b>	0122
<b>Prepared By/Date:</b>	Jennifer C. Brito/5-7-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Lula Rodriguez/9-27-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Jennifer C. Brito/9-27-2010	<b>FLSA Status:</b>	Exempt

**Summary:**

The Director of Federal and Municipal Relations performs a broad range of responsibilities, which include primary professional representation of and advocacy for the College's policies, and programs before the United States federal and municipal governments, its representatives and agencies, and other entities based in the nation's capital and the local cities and county.

**Essential Duties and Responsibilities:**

- Coordinates all appropriate lobbying efforts on behalf of the College
- Acts as the College's liaison to non-governmental organizations locally and in Washington, D.C.
- Oversees local government initiatives, federal legislative interests and periodically reviews the performance of consultants
- Helps coordinate the College's local and federal legislative agenda
- Serves as primary liaison with consultants contracted by the College to support its initiatives at the local and federal level
- Conducts policy analysis and prepares comprehensive reports regarding local municipalities' and federal legislative and administrative actions and their potential impact on the College
- Presents the annual federal and local legislative issues package to internal and external interest groups
- Develops and oversees distribution of a variety of information materials, including fiscal matters, to special interest groups and policy makers
- Performs other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and understanding of the mission, goals, organization, and operational/financial infrastructure of a public college
- Knowledge of public information and government relations concepts, principles, methodology, and techniques
- Strategic and operational understanding of government procedures and processes at the National, and local levels.
- Excellent interpersonal skills and the ability to deal credibly and effectively with senior institutional leadership.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Ability to use independent judgment and discretion in matters of great significance
- Ability to exercise judgment, initiative, and maintain strict confidentiality
- Ability to foster a cooperative work environment.
- Ability to identify and secure alternative funding/revenue sources
- Ability to work effectively with locally elected officials and members of congress, and their staff
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to direct multi-department technical, creative and administrative staff

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to interpret, adapt, and apply guidelines and procedures
- Ability to effectively present information to top management, public groups, and/or boards of directors

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the College work environment is usually quiet.

**Physical Demands:**

Employee must be available to travel as necessary.

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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Political Science, Communications, Journalism or related field and nine (9) years related experience in legislative affairs as an analyst, lobbyist, aide, or staff for a government agency, elected official, legislative committee, or lobbying firm at the local, state or federal levels or Master's degree and five (5) years' experience in legislative affairs as an analyst, lobbyist, aide, or staff for a government agency, elected official, legislative committee, or lobbying

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name