



Class Code: M
Grade: D
FLSA: E
WC Code: 8810
EEO Code: 1
EEO Job Category: O and A

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF INTERGOVERNMENTAL AFFAIRS AND GOVERNANCE

GENERAL STATEMENT OF JOB

The purpose of this position is to provide centralized strategic guidance, policy development, and interdepartmental coordination to advance the City's strategic goals to promote effective governance and innovative initiatives, under the direction of the City Manager or designee. Employees in this classification are responsible for developing, analyzing, and managing policies, programs, and governance initiatives that align with the City's strategic goals. Position is responsible for fostering transparency, efficiency, and accountability. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Manages the City's strategic plan, its implementation, compliance, and the achievement of goals; develops innovative approaches to accomplishing the City's short-term and long-term goals; meets regularly with other Director and stakeholders.

Conducts research and analysis on emerging issues, legislative proposals, and trends impacting municipal governance; develops policies, procedures, and programs to address trends and issues; conducts impact assessments for strategic initiatives to guide the City's decision-making.

Develops and implements public policies that support the City's mission, vision, and strategic objectives; provides recommendation to the City Manager or designee.

Leads the planning and execution of City-wide projects, including infrastructure upgrades, public-private partnerships, and community development programs.

Creates and implements initiatives to improve internal processes and promote effectiveness and efficiency; collaborates with all other City Departments to measure performance and functionality of initiatives.

Consults and coordinates with all City Departments to review department operations/activities, review/resolve problems, provide advice/direction, and provide recommendations; coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Ensures City-wide compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures;

Serves as liaison between the City and external stakeholders; represents the City in intergovernmental negotiations and partnerships with local, state, and federal agencies.

Provides education, information, and outreach to the community; meets with homeowner groups and community organizations; communicates the City Commission's vision and mission; gives speeches and presentations; prepares/distributes educational materials.

Attends City Commission meetings or other meetings; serves on committees as needed; gives speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Advocates for the interests of the city through lobbying efforts; secures funding opportunities and ensure alignment with legislative priorities.

Monitors, communicates, and implements legislative and regulatory changes that may impact City operations.

Develops and implements strategies to enhance public participation in governance processes; ensures that newly implemented policies, procedures, and programs are inclusive, equitable, and reflective of the community needs.

Represents the City before legislative and regulatory agencies.

Completes and/or assigns department member to complete reports for requesting and compliance authorities (local, state, and/or federal).

Prepares or completes various forms, reports, correspondence, change orders, budget documents, performance appraisals, agenda items, or other documents.

Coordinate or conducts special projects/assignments as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college or university in Public Administration, Business Administration, Political Science, or closely related field; **AND**
- Ten (10) years of previous progressively responsible experience in public governance, and policy development; **AND**
- Valid State of Florida Driver's License.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.