

City and Borough Sitka, Alaska

Class Specification

Class Title	Government Relations Director
Class Code Number	1090
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	34
Effective Date	September 2010

General Statement of Duties

Directs CBS institutional and inter-agency funding, advocacy, and issues-resolution efforts per CBS policies and priorities with other municipalities, State and Federal agencies and elected officials, organizations, and the public. Directs CBS Coastal Management Program, transportation and resource issues, and special projects, and performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the primary City and Borough director for institutional Legislative and Congressional funding, advocacy, and agency issues; direct CBS Coastal Management Program; manage transportation-related planning and issues and resources concerns; and administer ACMP and other grants and special projects. The work is performed under the supervision of the Administrator but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class may perform the duties of other employees within the City and Borough Government as required or as assigned by the Administrator. The principal duties of this class are performed in a general office environment and various work sites within the City and Borough of Sitka and the State of Alaska.

Examples of Essential Work (Illustrative Only)

- Develops and directs institutional funding, advocacy, issues, projects, and Legislative and Congressional efforts between the City and Borough of Sitka staff and lobbyists and other municipalities, State and Federal Agencies and officials; organizations, and the public per CBS policies and priorities.
- Develops, administers and accounts for the Coastal Management annual grant and program, including major multi-year revisions of Alaska Coastal Management Program (ACMP), and all coastal consistency-related permit and/or project review procedures.
- Provides technical assistance to the public and project applicants to assist in meeting ACMP and agency requirements for projects in the Coastal Zone.
- Secures resources through grant application procedures or other sources to update and administer Swan Lake Area Meriting Special Attention and other resource projects.
- Develops and directs various institutional special projects (e.g., coordinating CBS task force to respond to mill shutdown, seaplane facility relocation, Baranof Warm Springs issues, Coast Guard Cities application).

- Monitors, oversees, develops and coordinates State and Federal Legislative and other issues of importance to Sitka, including legislative priorities of concern to CBS.
- Coordinates CBS Legislative and Congressional advocacy trips.
- Prepares testimony, resolutions, agency and Legislative requests and issues resolution.
- Coordinates the planning and implementation of CBS transportation issues including Alaska Marine Highway, Department of Transportation regional plans and initiatives, and air, water, and road projects.
- Coordinates municipal involvement and actions on fisheries issues of importance to CBS.
- Serves as CBS representative on Northern SE Regional Aquaculture Association Board of Directors.
- Represents CBS on State Parks Advisory Board.
- Provides needed information and demonstrations concerning how to perform certain work tasks to other employees in the same or similar class of positions.
- Keeps supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Responds to agency and public questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of local, State and Federal governmental structure, including legislative processes, regulating and service providing agencies;
- Thorough knowledge of grant application and administration processes;
- Thorough knowledge of intergovernmental relations;
- Thorough knowledge of current issues facing city and borough governments in Alaska;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to manage large and complex contracts, grants, and institutional initiatives and applications;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Public Administration, Political Science or a related field; and
- Considerable experience in government administration, preferably involving grants, planning, and legislative interactions; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review materials in both electronic and hardcopy form;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.
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