

MANAGER, INTERGOVERNMENTAL RELATIONS

| Job Code | Pay Grade |
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| 01550 | SM3b |

Nature of Work

This is highly responsible administrative work in two major areas of activity: 1) Serving as liaison between the County Administrator and the legislative and executive branches of the state government as well as selected federal agencies regarding matters of significance to Pinellas County. An employee in this class is responsible for developing an annual legislative program outlining key issues for the Board's review and ultimate submission to the State Legislature and selected federal agencies. 2) Assisting in the design, development, implementation and evaluation of initiatives to raise the level of engagement while improving coordination among the county and other local governments (cities, special districts, regional agencies) within Pinellas County. Due to the varied and important nature of projects and programs initiated or assigned, the incumbent is required to work with a high degree of independent judgment. Work is performed under the general direction of the County Administrator and is reviewed through conferences, reports, and observation.

Minimum Qualification Requirements

- 8 years of professional experience in administrative or staff work preferably in state or local government that includes 1 year serving as a liaison or representative interacting with elected government officials; or
- Associate's degree in public administration, communication, business or a related field and 4 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Duties to include significant evening engagements and limited out-of-county travel.
- Master's degree in business administration, public administration or related field combined with team leader, supervisor or supervisory training.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Initiates research, investigations, and studies of varied subjects that are determined to have significant importance or interest to citizens and officials of Pinellas County.
- Submits reports and recommendations on varied subjects to the Board of County Commissioners through the County Administrator.
- Develops an annual legislative program for submission to the Board of County Commissioners and final presentation to the State Legislature and/or Congressional representatives as warranted.
- Represents the County Administrator at scheduled and special sessions of the Legislature and executive branches of government on significant issues affecting Pinellas County.
- Prepares reports on key issues or proposed legislation and bills.
- Represents the interests of the Board of County Commissioners to members of the Florida Legislature, Pinellas County Legislative Delegation, appropriate federal agencies and governing bodies of local municipalities.
- Drafts proposed legislation to be submitted to the Board of County Commissioners, State Legislature and/or selected federal agencies.
- Performs special assignments as directed by the County Administrator.

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Illustrative Tasks (continued)

- Guides bills and/or appropriations issues through the legislative process through retained lobbyists.
- Screens all bills to determine impact on county.
- Serves as Administrator's liaison to the State Association of County Commissioners and National Association of Counties.
- Coordinates with cities, special districts, and regional agencies on initiatives that are designed to strengthen and enhance collaboration among governmental entities and enhance the quality of life in Pinellas County.
- Provides outreach and develops opportunities for regular interaction with local government elected and appointed officials.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the theories, principles, and workings of public administration.
- Knowledge of local, regional, and state governmental agencies, including their structure, responsibilities, and functions.
- Knowledge of the legislative process.
- Knowledge of federal, state, and local ordinances, laws and regulations.
- Ability to apply computer applications and software.
- Ability to conduct research, studies and investigations, and prepare concise and accurate oral and written reports.
- Ability to interpret impact of proposed and enacted legislation, laws, and ordinances as they apply to county-wide concerns.
- Ability to represent the county at public speaking engagements and lobby effectively for county interests at governmental sessions.
- Ability to establish and maintain effective working relationships with public administrators, private citizens and elected officials.

For official use only

| Re-instated | EEOC Code | Overtime Code |
|-------------|----------------------|---------------|
| 5/13 | Officials & Managers | Exempt |