



CITY OF DES MOINES
 Department of Human Resources
 1551 E. Martin Luther King Jr. Pkwy , Des Moines, 50317
<http://www.dsm.city> Ph. 283-4213 Fax 237-1680

*An Equal Opportunity
 Employer, women,
 minorities and
 persons with
 disabilities are
 encouraged to apply*

Government Relations Coordinator

Closing Date: 06/24/22

Salary: \$73,881.60 - \$93,600.00
 Annually

Occupational Group: Civil Service

Job Type: Regular Full-Time

Recruitment: Entrance

Vacancy Location: City Manager's Office

THE POSITION

Conducts analysis and coordination of the City's policy efforts to influence issues affecting the City. Provides the City Manager and Council research on community needs and facilitates recommendations on policy issues through stakeholder groups or taskforces. Maintains effective working relationships with educational institutions, local, state, federal and other governmental officials. Provides support for projects and programs for the City Manager and Mayor. Work is performed under the direction of the Assistant City Manager with extensive leeway for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

ACCEPTABLE EXPERIENCE AND TRAINING

- Graduation from an accredited college or university with a bachelor's degree in public or business administration, political science, or related field; and
- Some experience in research, writing and related functions; and
- Some experience in legislative affairs and City administration; or
- Possession of a master's degree in any of the above stated fields may be substituted for required experience.

REQUIRED SPECIAL QUALIFICATIONS

- Possession of valid Iowa Driver's License or evidence of equivalent mobility.
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

NOTE: *Transcripts verifying degree conferred, copies of certifications need or out of state driving records have to be submitted to the City of Des Moines Human Resources Department for verification. Please send electronically to humanresources@dmgov.org, by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50317 by the application deadline.*

EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY)

- Prepares analysis and recommendations for City Manager and Council consideration on a wide variety of policy issues.
- Researches trends within municipal management/operations nationwide and tracks pertinent State and Federal legislation.
- Performs research and information gathering duties on a wide range of issues of concern to the Mayor, City Council, and City Manager affecting both municipal operations and the public.

- Researches community needs and reports findings and recommendations for the City Manager and Council on various policy issues.
- Performs special projects for the City Manager as requested.
- Analyzes and evaluates legislative issues as they develop and as assigned by the City Manager.
- Meets with city, county, state and federal elected and appointed government officials in order to maintain effective working relationships and alliances.
- Meets with various educational institutions in order to develop and maintain effective working relationships and alliances.
- Establishes and coordinates general management systems related to Department performance, strategic planning, and project management.
- Manages the activities of assigned City operations as assigned by the City Manager.
- Coordinates activities of designated City special projects and programs to ensure the objectives of the project or program are accomplished within prescribed time frame and funding parameters.
- Communicates and gains understanding and support of the City's legislative policy direction effectively with a variety of constituents, including City Council members, the City Manager and City Staff, community leaders, and elected state and federal legislators and their staffs.
- Attends meetings of the City Council and various legislative committees.
- Provides staff support for the City Council and Mayor as requested, including assisting the Mayor with memberships in national and international organizations.
- Coordinates meetings with state and federal legislators and their staff.
- Conducts studies and develops information in support of the City's policy initiatives.
- Leads staff, stakeholders, taskforces and manages the coordination of policy issues impacting the City.
- Attends meetings, conferences, workshops and training sessions and reviews publications to remain current on legislation that may affect the City.
- Provides a wide variety of staff support to the City Manager.
- Assists the City Manager in keeping the City Council informed.
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.
- Keeps immediate 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.
- Performs related work as required.

SELECTION METHOD

An education and experience rating will be completed on all qualified applicants. Those applicants deemed most qualified may be scheduled for an oral examination. Qualified applicants who need a reasonable accommodation must inform this office at (515) 283-4213 or TTY Iowa Relay at 711 or 1-800-735-2942, by the application closing.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.dsm.city> OR 1551 E. Martin Luther King
 Jr. Pkwy,
 Des Moines, IA 50317

EXAM #X114-04-2021
 GOVERNMENT RELATIONS COORDINATOR
 OPENING DATE: 05/20/22 AL

Government Relations Coordinator Supplemental Questionnaire

- * 1. Have you completed college coursework or have a degree in Public or Business Administration, Political Science or a related field? If Yes, submittal of college transcripts showing degree conferred is required by application deadline. Please submit to the City of Des Moines Human Resources Department; electronically to humanresources@dmgov.org, by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50319 by the application deadline date.
- I understand college transcripts are required by the application deadline and I have attached my transcripts to my application.
- I understand college transcripts are required by the application deadline and I have requested my transcripts.
- I have not taken college course work and do not have college transcripts to provide.
- * 2. Describe any experience in research, writing and related functions you may have including where this experience was obtained and duration of experience. If no experience, indicate "none".

* 3. Describe any experience in legislative affairs and City administration you may have including where this experience was obtained and duration of experience. If no experience, indicate "none".

* Required Question