CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

INTER-GOVERNMENTAL RELATIONS DIRECTOR

The City of San Antonio is recruiting for an Inter-governmental Relations Director. This position is responsible for monitoring state and federal government activities, developing legislative programs approved by City Council, managing the City's federal and state consultants, and coordinating legislative activities with other local, public and private-sector entities. Provides highly responsible and complex administrative support to the City Manager's Office and exercises considerable independent judgment. Exercises direct supervision over assigned staff.

The ideal candidate should posses: advanced knowledge of operational characteristics, services and activities of an intergovernmental relations program; advanced leadership and management skills; a proven ability to build effective relationships; and an ability to analyze problems, identify alternative solutions, and project consequences of proposed actions.

Essential job functions will include: Assuming responsibility for all inter-governmental services and activities of the organization to include coordinating the department's activities with those of other departments and outside agencies and organizations; planning and managing a program for facilitating contact with legislative and political leaders to meet City legislative objectives; researching and interpreting legislative policies and laws affecting the services and activities of the City; coordinating the review of Federal and State legislative and regulatory information and determining the impact to the City; enacting legislative and regulatory initiatives which will benefit the City; analyzing and negotiating interlocal agreements with other government entities; serving as a liaison to outside entities and other levels of government and representing the City to boards, commissions, the State and Federal Government; and coordinating with the City's contract lobbyists for federal and state initiatives. Responsibilities of the position also include managing the development and administration of the department budget; providing staff assistance to the City Manager, Management Team and City Council; supervising staff assigned to Department; and preparing and conducting presentations before large groups.

This position requires the successful candidate have graduated from an accredited college or university with a Bachelor's Degree in Political Science, Public Administration, or related field, and five (5) years of increasingly responsible experience in government relations or public administration. A Master's Degree is highly desirable.

Starting salary is negotiable, depending upon education and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, car and cell phone allowances, and voluntary benefits. This position is exempt from Municipal Civil Service, and subject to at-will employment.

Apply at once with letter, resume, and references to the City of San Antonio, Human Resources Department, Attention: Margaret Gonzales, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information my also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas or e-mailed to saexecsearch@sanantonio.gov. **Open until filled.**

The City of San Antonio is an Equal Opportunity Employer.