



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: MANAGER, GOVERNMENTAL RELATIONS**

**CLASS CODE: 31031**

**EEO CODE: 02**

**W/C CODE: 8810**

**PAY GRADE: 13**

### **MAJOR FUNCTION(S)**

This is administrative and professional work involving the coordination, dissemination and solicitation of information regarding intergovernmental and legislative issues of interest to Sarasota County. Work involves the research of significant issues, development of policies and proposals, coordination of programs with County officials, consultation with State and Federal legislators staff, and state agencies, consultation with municipal and special district staff, interpretation of various policies and laws and participation in the development and presentation of the annual legislative program and representation program and representation at various special district and municipal meetings to ensure the County's interests are represented.

### **TYPES OF DUTIES**

- Develops and maintains file and database of legislative reports and copies of bills.
- Prepares and submits grant and award applications for federal funds.
- Investigates citizen inquires and complaints and recommends appropriate action.
- Drafts or amends legislation in appropriate form for consideration by the Legislature.
- Conducts research and investigation of issues that are of significant interest to the County, develops and administers special projects and submits reports and recommendations to County Officials.
- Provides County staff with information regarding pending legislation; discusses impact of legislation on departmental operations.
- Represents the County on various committees, boards and meetings.
- Participates in the development of strategies for various policy issues and acts as the County Administrator's liaison with other governmental entities and elected officials.
- Consults with County Officials regarding pending legislation impacting the County and develops the County's legislative plan.
- Outlining key issues for review by County Officials and submission to the legislature.
- Attends legislative sessions, related committee and sub-committee meetings, and meetings of commissions to provide information, testify on behalf of the County and present the County's position on various issues.
- Performs other related duties as needed to facilitate the accomplishment of County legislative goals and objectives.

## **Manager, Government Relations**

**Class Code: 31031**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of legislative process, principles and practices of lobbying and the interrelationships between governmental entities.
- Knowledge of federal, state and local programs, laws and regulatory requirements.
- Ability to establish and maintain effective working relationships with working public and elected and appointed officials.

### **MINIMUM QUALIFICATIONS**

Bachelors Degree in Accounting, Finance, Economics, Business, Public Administration and eight years of progressively responsible professional experience in public and business administration.

#### **APPROVED BY**

#### **DATE**

**James L. Ley, County Administrator**

**1/24/02**

**Effective retroactive: 11/26/01**

History: 6/29/01