Auburn University Job Description

Job Title: **Exec Dir, Governmental Affairs**

Job Code: **EA04**

FLSA status: Exempt

Job Family: No Family

Unclassified

Job Summary

Represents Auburn University to the Alabama Legislature and state government by actively engaging in legislative and other political processes benefiting the University and interacting with faculty, staff, students and alumni on issues related to governmental affairs

Essential Functions

1. Monitors and influences the overall University budgetary processes and state legislation bills impacting all divisions of Auburn University.

2. Plans and implements the University strategy as it pertains to the legislative session while also drafting amendments and bills, composing position statements and lobbying the Alabama Legislature and state officials on issues that impact Auburn University.

3. Coordinates and monitors activities and composes communications related to Auburn University's grassroots network and the Auburn Legislative Action Network.

4. Develops and maintains positive relationships with elected and appointed governmental officials and assists with their constituency issues as they relate to Auburn University.

5. Stays in close contact with the University President and other campus administrators on special project progress and represents the president at higher education meetings as well as serves on various university and state-related councils/committees.

6. Plans awareness and political programs for groups such as alumni, the Auburn Legislative Action Network, students, faculty and staff regarding governmental affairs and plans events and programs for legislators and state officials.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Public Administration, Management or related field
Experience (yrs.)	4	Experience related to the legislative and lobbying process and higher education administration with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience managing full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education policies and procedures, State and Federal legislation related to University operations, and budgeting policies and procedures.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/2/2019