Auburn University Job Description

Job Title: Dir, Governmental Affairs
Job Code: EA91
FLSA status: Exempt

Job Summary
In coordination with the Executive Director, plans, directs, and implements governmental affairs programs and efforts of Auburn University while providing support and expertise of legislative and policy issues of consequence to the University.

Essential Functions
1. Identifies and researches issues and trends of importance to the university; creates reports and other communications on key issues.
2. Establishes and maintains relationships with individuals and entities both internal and external to the university to identify and explores opportunities for cooperative efforts that would benefit Auburn University.
3. Monitors and tracks legislative and budget processes.
4. Educates public officials on issues of importance to Auburn University.
5. Assists in the implementation and assessment of legislative strategies, policies, and proposed or enacted legislation.
6. Drafts legislation, amendments, correspondence, and position statements.
7. Oversees the daily operations of the Governmental Affairs office located in Montgomery, as well as the department webpage.
8. Plans, implements, and attends special events and meetings, representing the executive director when necessary; provides information about Auburn University to internal and external audiences.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Public Administration, Management or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience working with state legislative and governmental processes, state executive branch, and state agencies; experience in implementing legislative strategies.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of state government, its functions, and the legislative and governmental processes

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, and lifting up to 25 pounds.

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

Date: 10/18/2011