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## Auburn University Job Description

Job Title: **Dir, Governmental Affairs**

Job Family: No Family

Job Code: **EA91**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### 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 explore 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, coorespondence, 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Public Administration, Management, Political Science or related field. Any additional education can substitute up to 2 years of experience.
<b>Experience (yrs.)</b>	5	Experience in government relations, advocacy relations, legislative committees, or communications focused upon advancing organizational priorities through the influencing of legislative strategies. Must have successfully demonstrated the ability to establish effective relationships to develop legislative and state government networks to broaden the impact of an agency or system. Up to 2 years experience can be substituted with additional education.

#### **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**

Thorough knowledge of public policy as well as detailed knowledge of the functions, process and procedures of the Alabama Legislature, Executive branch, and state higher education. Demonstrated ability to analyze state and national trends, issues and policy developments that could impact the University as well as proven success in developing and implementing strategic communications plans.

#### **Certification or Licensure Requirements**

None Required.

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### **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: 8/9/2017

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