



JOB OPENING

Government Affairs Program Manager

San Diego City Council Administration (Unclassified)

JOB OPENING: Government Affairs Program Manager

SALARY: Depends on Qualifications

OPENING DATE: August 19, 2019

CLOSING DATE: Open Until Filled

JOB OPENING INFORMATION

The Department:

Council Administration Department of the City Council functions under the administrative and policy direction of the Council President. It provides general office management for Council offices, including the preparation of budgets, payroll, and personnel benefits, and liaises with other departments and governmental agencies. The Department includes the Director of Legislative Affairs, the Council docket office, and Council committee consultants who provide consultation to eight standing committees of the Council: Active Transportation & Infrastructure; Audit; Budget & Government Efficiency; Economic Development & Intergovernmental Relations; Environment; Land Use & Housing; Public Safety & Livable Neighborhoods; and Rules.

The Position:

The Government Affairs Program Manager will serve as a liaison to the City's Government Affairs Department and will work to develop and implement the City Council's legislative priorities in the City's annual legislative platform, the Council President's Work Plan for the City Council, and any related resolutions and legislative priorities adopted by the City Council, among other related duties and responsibilities.

Key Areas of Responsibility:

Roles and responsibilities include, but are not limited to, the following:

- Effectively identify state, federal, and local intergovernmental policy priorities for inclusion into the annual legislative platform and the Council President's Work Plan for the City Council;

- Coordinate with the Government Affairs Department team and the City's state and federal lobbyists to ensure the tracking and implementation of the City's legislative platform;
- Represent the Council with state and federal delegations, at related events, conferences, and advocacy meetings;
- Draft and issue letters of support and/or opposition relating to state or federal legislation on behalf of Councilmembers;
- Review, update, and develop, as necessary, Council Policies relating to government affairs;
- Monitor and track state and federal legislation relating to Council-identified budget, capital improvement program, grant, and other legislative priorities.

Qualifications:

The ideal candidate will possess the following qualifications:

- Bachelor's degree in a related field;
- Master's degree in a related field is preferred;
- Strong understanding of processes and procedures of the following;
 - San Diego's local government jurisdictions and agencies,
 - California cities,
 - State of California agencies, policies, and legislation,
 - Federal government policies and legislation;
- Excellent verbal and written communication skills and attention to detail;
- Ability to communicate effectively to various audiences, including elected officials, various levels of City management, and constituents;
- Strong political acumen to work effectively at all levels of government;
- Ability to work independently and as part of a team in a fast-paced, high pressure environment that demands navigating and executing multiple priorities on tight time constraints;
- Ability to collaborate and work effectively in a team environment;
- Energetic and motivated with the ability to take initiative;
- Creative and resourceful, with a passion for local government and advancing the goals and priorities of the City Council and the City of San Diego.

Management Compensation and Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits for this unclassified position depend on the candidate's eligible status (new hire, rehire, etc.). To learn more about employee benefits, please review the [Benefits Summary for Unclassified Employees](#). Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of

citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

Medical Evaluation:

A City medical examination including drug/alcohol screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol-free work place.

Selection Process:

To be considered for this position, please submit your: 1) current resume; 2) a letter of interest highlighting your relevant work experience and qualifications for this position; and 3) a list of three professional references via email to georgettegomez@sandiego.gov.

Resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.