

Job Description

OPEN: 2/5/17 – until filled



Job Title: Director, Government Affairs
Supervisor: Northwest Arctic Borough Mayor
Classification: Partially Exempt/Exempt Status
Hours Per Week: 37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.
Pay Level: D.O.E.
Benefits: Medical, Dental, PERS, and Life Insurance

DESCRIPTION: This role is responsible to direct the state and federal government affairs program for the Northwest Arctic Borough. Assures timely and accurate actions/responses to legislative and regulatory requests. Oversee the Borough Lobbyist / contractor. Implementation of community initiatives and objectives and other assigned tasks or related activities in compliance with Northwest Arctic Borough Code. This role will also be responsible for developing and maintaining strategic partnerships with external organizations, agencies and individuals, maintaining efficient and complete administrative record of legislative activities and priorities.

DUTIES:

- Implement and direct federal government affairs program.
- Implement and direct state government affairs program.
- Advise, implement, participate in coalitions.
- Act as liaison to various groups/projects, etc.
- Work with legislators and their staff/committee staff and regulators to effectively communicate and promote the goals and desires of the Northwest Arctic Borough.
- Represent the Northwest Arctic Borough either as a participant or advisor in developing and presenting testimony and public policy for the regional communities.
- Organize, track and administer state/federal activities.
- Develop/maintain the Government Affairs Division budget.
- Perform other duties as assigned.
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QUALIFICATIONS:

- Bachelor Degree or equivalent experience directly related to municipal government
- Minimum 5 years' experience with legislative and regulatory groups, lobbying, coalitions, testimony, etc.
- Ability demonstrate excellent analytical and organizational skills
- Ability demonstrate excellent oral and written communication skills
- Ability demonstrate excellent budgeting and planning skills
- Ability demonstrate excellent facilitation and marketing skills
- Ability to work collaboratively and independently to achieve Borough goals
- Skills and experiences to set-up, coordinate, and support public meetings/hearings with local people with various agencies.

SIGNATURES:

This job description has been approved by all levels of management:

Mayor _____ Date _____

Personnel Officer _____ Date _____

Chief of Staff _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____