AUBURN
Human Resources

Exec Dir, State Government Relation

Job Description

JOB INFORMATION

Job Code	EA48
Job Description Title	Exec Dir, State Government Relation
Pay Grade	MC17
Range Minimum	$147,040
33rd %	$196,060
Range Midpoint	$220,560
67th %	$245,070
Range Maximum	$294,080
Exemption Status	Exempt
Organizational use restricted to the following divisions	106 VP, Government Relations
Approved Date:	9/26/2025 2:47:41 PM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Public & Governmental Relations

JOB SUMMARY

In coordination with the Vice President, plans, directs, and implements governmental affairs programs and efforts of Auburn University while providing support and expertise on legislative and policy issues of consequence to the University.

RESPONSIBILITIES

- Develops, coordinates, and executes the university's legislative agenda in collaboration with the Vice President, ensuring alignment with institutional priorities and policy goals.
- Identifies and researches issues and trends of importance to the university; creates reports and other communications on key issues.
- 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.
- Monitors and actively engages in the state budget process, advocating for funding and policy outcomes that benefit the university and its constituents.
- Educates public officials on issues of importance to Auburn University.
- Participates in the implementation and assessment of legislative strategies, policies, and proposed or enacted legislation.
- Drafts legislation, amendments, coorespondence, and position statements.
- Leads and manages a team of professionals within the Office of State Government Relations, fostering a collaborative and results-driven environment. Oversees the daily operations of the Governmental Affairs office located in Montgomery, as well as the department webpage.
- Plans, implements, and attends special events and meetings, representing the executive director when necessary; provides information about Auburn University to internal and external audiences.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Public Administration, Management, Political Science or related field.	and	8 years of	proven leadership experience in government relations, legislative advocacy, and strategic communications, with a focus on advancing institutional priorities through effective engagement with legislative bodies and policy influencers.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of public policy as well as detailed knowledge of the functions, processes, 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.	
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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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