AUBURN
Human Resources

Dir, Community & Local Governmental Relations

Job Description

JOB INFORMATION

Job Code	EA91
Job Description Title	Dir, Community & Local Governmental Relations
Pay Grade	MC15
Range Minimum	$105,630
33rd %	$137,320
Range Midpoint	$153,170
67th %	$169,010
Range Maximum	$200,700
Exemption Status	Exempt
Approved Date:	11/5/2026 1:57:24 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides strategic leadership and coordination for Auburn University's relationships with county, municipal, and regional governments throughout Alabama. Develops and strengthens partnerships with local elected officials and governmental organizations to advance the University's statewide land-grant mission and institutional priorities. Collaborates with university leadership, the Alabama Cooperative Extension System, the Alabama Agricultural Experiment Station, and other university units to identify opportunities for governmental engagement, monitor emerging issues, and coordinate outreach initiatives. Serves as a key liaison between Auburn University and local government stakeholders while supporting effective communication, collaboration, and engagement across the state.

RESPONSIBILITIES

- Develops and maintains relationships with county commissions, municipal governments, regional government organizations, and local elected officials throughout Alabama. Serves as a university liaison on matters of mutual interest, supporting Auburn University's statewide land-grant mission and institutional priorities.
- Coordinates with the Alabama Cooperative Extension System and the Alabama Agricultural Experiment Station to identify local and regional priorities, strengthen relationships with governmental stakeholders, and support the delivery and visibility of Auburn University's statewide programs and initiatives.
- Monitors local government policy, regulatory, and administrative developments that may affect university operations, research facilities, Extension activities, and statewide institutional programs. Identifies emerging issues, assesses potential institutional impacts, and coordinates appropriate responses with university leadership.
- Plans and coordinates regional meetings, governmental briefings, campus visits, and other engagement opportunities connecting Auburn University leadership, faculty, and program representatives with local elected officials and community stakeholders throughout Alabama.
- Collaborates with university colleges, Alabama Cooperative Extension, the Alabama Agricultural Experiment Station, and other administrative and outreach units to identify opportunities for governmental collaboration, coordinate institutional priorities, and facilitate communication between university stakeholders and local governments.
- Provides regular reports to the Senior Vice President documenting governmental engagement activities, emerging issues, institutional opportunities, and measurable outcomes. Undertakes special projects and assignments supporting the university's government relations objectives.

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	Degree in Public Administration, Management, Political Science or related field. Any additional education can substitute up to 2 years of experience.	and	5 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	
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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.