



**JOB INFORMATION**

Job Code	EA91
Job Description Title	Dir, Government Relations
Pay Grade	MC15
Range Minimum	\$104,090
33rd %	\$135,310
Range Midpoint	\$150,920
67th %	\$166,540
Range Maximum	\$197,760
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/9/2017

**JOB FAMILY AND FUNCTION**

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

**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.

**RESPONSIBILITIES**

- 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 explores opportunities for cooperative efforts that would benefit Auburn University.
- Monitors and tracks legislative and budget processes.
- Educates public officials on issues of importance to Auburn University.
- Assists in the implementation and assessment of legislative strategies, policies, and proposed or enacted legislation.
- Drafts legislation, amendments, corespondence, and position statements.
- 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.
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**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 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
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### 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.