



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 881.4

Job Title: **DIRECTOR OF STATE RELATIONS (EXE LEV)**

Pay Grade: 30

GENERAL SUMMARY:

Coordinates the City of Houston's state lobbying efforts.

RESPONSIBILITIES:

- Monitors the state legislative process and its impact upon the City of Houston; seeks passage or defeat of legislative programs/bills.
- Coordinates the identification, development and implementation of legislative programs through City administration, Council and staff.
- Monitors and evaluates pending and/or proposed state legislation that has an impact upon the City of Houston.
- Monitors and recommends action on state agency actions as required; seeks passage or defeat of state agency proposals.
- Responds to legislator inquiries and relays City's position on legislative efforts.
- Coordinates the efforts of the City's contract lobbyists.
- Performs other special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Four years of related experience are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term and long-term results of the city. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input pertaining to personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:

Contract lobbyists.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the Mayor and/or City Council Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Director of State Relations (Executive Level)

Effective: October 1990

Revised: August 2001