

City of San Antonio, TX



Government Affairs Director



506 Dolorosa San Antonio, TX 78204



About San Antonio, TX

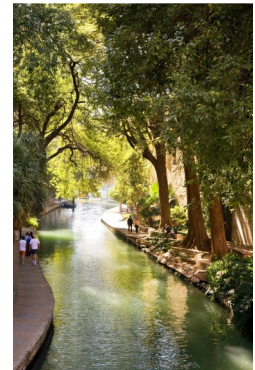
The City of San Antonio is the nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the state as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.



City Government

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two years. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is \$2.9 billion with close to 13,000 employees across nearly 40 departments. The City Manager's Executive Team consists of Department Directors, Assistant Directors, one Deputy City Manager, five Assistant City Managers, a Chief Financial Officer and a Chief of Staff. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.



The Position

The Government Affairs Director is responsible for planning, managing, and overseeing the activities and operations of the Intergovernmental Relations Department to include monitoring state and federal government activities; developing legislative programs approved by City Council; managing the City's federal and state consultants; and coordinating legislative activities with other public and private-sector entities. Supervises the activities of the City's Office of Military and Veterans Affairs. Exercises direct supervision over assigned staff.

Job Functions and Responsibilities

- Assumes full management responsibility for all department services and activities and recommends and administers policies and procedures.
- Monitors state and federal government activities, develops legislative programs approved by City Council that advances the needs and priorities of the San Antonio community, manages the City's federal and state consultants, and coordinates legislative activities with other public and private-sector entities. and provides briefings to City Manager's Office and City Council.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and directs the implementation of changes.



Job Functions and Responsibilities continued..

- Acts as a strategist, consultant and partner to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant and controversial issues.
- Selects, motivates and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Plans, directs and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Reviews and signs all higher-level department communication, including ordinances and contracts.
- Attends City Council meetings, delivers presentations and answers questions and takes necessary action regarding Council agenda items.
- Identifies and implements agreements with other public agencies and political organizations in order to provide increased efficiency and service to the citizens of San Antonio.
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of intergovernmental relations.
- Communicating with attentive listening, monitoring and remaining informed to develop legislative programs and coordinate legislative activities with other public and private-sector entities.

The Ideal Candidate

The ideal candidate will be a seasoned government relations professional who can effectively lead the City's state and federal government activities, navigate challenging issues, provide trusted strategic guidance to leadership. Strong knowledge and an ability to analyze and interpret the implications of relevant federal, state, and local laws, ordinances, statutes and regulations will be critical for the success of this role.

The ideal candidate should have exceptional interpersonal skills to help establish and maintain effective working relationships with City, State and Federal officials and staff, other government officials, community groups, the general public, and media representatives. The ideal candidate will be a collaborative consensus builder with the ability to illicit cooperation and resolve conflict.

Education and Experience

Qualified candidates will have a Bachelor's Degree from an accredited college or university, and ten (10) years of increasingly responsible professional experience in government relations, lobbying, public policy, public administration or business, including five (5) years of administrative or supervisory responsibility.

Salary

The City of San Antonio is offering a competitive salary commensurate with experience. The City offers generous benefits and retirement including annual and personal leave, a deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: SAGAD

Affion Public

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888.321.4922

www.affionpublic.com



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