

# Market Range Detail - Director - Government Relations

## Effective Date

July 3, 2006

## Market Range Title Description

This position is responsible for the overall planning, organization, and direction of Maricopa County's Government Relations. The Director is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to government relations in support of the County Manager and Board of Supervisors' missions. The Director is responsible for overseeing the research, analysis and development of issues for the Board of Supervisors' state and federal legislative agendas. Additional responsibilities include: representing the Board of Supervisors' legislative package and objectives at the Arizona State Legislature; managing all lobbying efforts of appointed departments and coordinating the efforts of elected departments; enhancing new and existing relationships with state administrative and legislative leaders and their staff members; working with stakeholders and building coalitions with other interests on selected legislation to achieve the County's legislative and other intergovernmental objectives; writing reports; providing updates and making presentations to the Board of Supervisors, County Manager, and County departments regarding legislative developments and other intergovernmental matters; reviewing and researching all legislation introduced at the Arizona State Legislature for impact on Maricopa County; conducting training sessions for County intergovernmental representatives on the legislative process; performing all required registration and reporting activities pertaining to lobbying as required by law; managing and overseeing all activities of state contract lobbyists on behalf of the Board of Supervisors' agenda; developing and implementing the Board of Supervisors' federal legislative agenda and working closely with federal contract lobbyists in Washington, D.C in pursuit of legislative issues and federal grant/appropriations opportunities; overseeing grant coordination function including identification, pursuit and successful completion of grant opportunities at the state and federal level; managing the government relations staff; directing the preparation and approval of the division's budget; overseeing all division personnel actions and issues. The Director reports to the County Manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$42.63	\$54.36	\$66.08

## Likely Minimum Qualifications

- Bachelor's degree in Political Science, Public Administration, or related field
- Minimum of 10 years of professional experience involving the analysis of legislation including 5 years of supervisory and/or management experience
- Master's degree in Public Administration is preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Government Relations Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.