

City of Fort Worth, Texas

Job Description

Classification Title	Intergovernmental Relations Coordinator		
Job Code:	PR5830	Job Family:	Professional
Pay Grade	613	Date Reviewed:	08/16/2023
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision or working independently, is responsible for coordinating and promoting the City's strategic partnerships and to serve as a liaison focusing on Veteran's Affairs between the municipality and various government entities, including local, regional, state or federal government, as well as other public and private affiliated groups. Represents the city's interests and facilitating action items to advance the city's agenda. This position is crucial in fostering positive relationships with external stakeholders and ensuring that the city's objectives are effectively communicated and achieved.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Partners with internal and external stakeholders to create and maintain a Veteran's program, to provide support and assistance to Fort Worth military veterans which include addressing the unique needs and challenges that veterans may face.
2. Provides knowledge of veteran's affair services and resources - such as healthcare, mental health support, education and job training, housing assistance, and legal services.
3. Assists veterans with information on how to obtain employment and job opportunities;
4. Support and provide veterans assistance with obtaining guidance in financial matters, including information on accessing benefits, pensions, and financial counseling.
5. Work to help prevent homelessness among veterans and provide housing options for those in need.
6. Facilitates peer support and camaraderie opportunities for veterans to connect with and support one another through support groups, mentorship, and community events.
7. Advocating for veterans' rights and benefits at the local, state, and federal levels, and conducting outreach to ensure that veterans are aware of available resources and services.
8. Advocating and representing veterans by attending meetings, forums, and gatherings with neighboring municipalities, government agencies, and affiliated organizations to represent the City of Fort Worth and regularly communicate with city leaders, providing updates on external developments and actions that may affect the city.

9. Build and maintain strong relationships with key officials, stakeholders, and decision-makers to promote the city's agenda, serving as a contact for government-related matters and acting as a strong advocate for the city's interests.
10. Monitor developments at the local, county state, and federal levels that may impact the city's operations and policies.
11. Prepare advocacy materials, reports, and briefings for city officials and department heads to support informed decision-making while collecting and analyzing data and information relevant to government affairs to provide well-informed recommendations to city leadership.
12. Facilitate the implementation of action items and strategies identified in government affairs initiatives and when needed, create and distribute position statements, fact sheets, and other documents to effectively convey the city's stance on important issues.
13. Collaborate with city departments to gather input and develop comprehensive government affairs strategies that align with the city's goals, working closely with relevant city departments to ensure the execution of policies, projects, and programs per the city's priorities.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined by the Department and in City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - County, Federal and State legislative procedures and organizational structures.
 - Public sector programs as they relate to city operations.
 - Pertinent Federal, State and Local laws, rules and policies regarding Local government operations.
 - Legislation tracking systems.
 - Principles of report preparation.
 - Principles of business letter writing and basic report preparation.
 - Principles and procedures of financial record keeping and reporting.
 - Inner workings of state and federal government legislative and administrative process.
 - State funding process.
 - Federal appropriation process.
- **Skill in:**
 - Oral and written communication.
 - Handling multiple tasks and prioritizing.
 - Data analysis and problem solving.
 - Planning and organizing.
 - Organization and time management.
 - Tact and diplomacy.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both verbal and in writing.

- Analyze and interpret research findings and conclusion.
- Compile, organize and present information in a clear and logical manner.
- Work with frequent interruptions and changes in priorities.
- Operate office equipment including computers and supporting word processing and spreadsheet applications (i.e. Microsoft Office Suite).
- Establish and maintain effective working relationships with City employees and the public.
- Understand and follow oral and written instructions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in law, public administration, business administration, or a related field and five years of related experience, including at least four months of working legislative sessions with State or Local officials.

PREFERRED QUALIFICATIONS

Proven experience in government affairs, public policy or a similar role.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.