



CHESTERFIELD COUNTY
invites applications for the position of:

Intergovernmental Relations Administrator

An Equal Opportunity Employer
Committed to Workforce Diversity

SALARY: \$74,378 - \$127,008

OPENING DATE: 8/16/2021

CLOSING DATE: 8/29/2021 11:59 PM

DEPARTMENT: Intergovernmental Relations

Chesterfield County's Office of Intergovernmental Relations provides a platform for communication and advocacy for the county's legislative and fiscal priorities with the Virginia General Assembly, Virginia state government, and Congress.

The Director of Intergovernmental Relations will plan, coordinate and lobby for the county's legislative programs and intergovernmental activities at both the state and federal levels of government. The successful candidate will oversee, manage, and coordinate all aspects of the county's legislative activities at the state and local levels and in Congress to help meet the county's strategic goals.

The selected candidate for this position will be responsible for the following programs and services, to include:

- Coordinate all aspects of the county's legislative program including serving as the principal contact with the legislative delegation and other elected/appointed officials with Congress and state government. Also, will advocate and lobby state and federal legislators on issues critical to Chesterfield County and local governments in Virginia.
- Prepare the annual legislative program after consultation with the board of supervisors, county administrator, department directors and county leadership as appropriate.
- Facilitate the identification of needed county legislation or policy positions, draft bill language or coordinate with county attorney as appropriate, negotiate patron for legislation to position draft legislation for success, develop coalitions with stakeholders, monitor developments in and out of session, develop and present official position on behalf of county in General Assembly or Congress.
- Communicate with county staff, county leadership and Board of Supervisors as needed on the policy/fiscal/operational impacts of legislation proposed during the General Assembly, determine strategies and responses, communicate with internal staff (including board of supervisors, county administrator, and other county leadership) as well as the county legislative delegation, other legislators, state government officials and other public and private stakeholders as needed.
- Prepare and deliver testimony, or coordinates testimony before legislative committees, study commissions, workgroups, regional boards and commissions, government agencies and other special interest groups as needed.
- Prepare and deliver civic, legislative, and departmental presentations and reports.
- Coordinate and strategize with state and regional partners such as Virginia Association of Counties, Virginia Municipal League, Richmond and Chesterfield Chambers of Commerce and similar organizations on legislative and other areas of mutual interest.
- Develop coalition of legislators, other local governments, and appropriate stakeholders to promote the interests of Chesterfield County and represents the board of supervisors and county administrator as needed throughout the state.
- Serve on legislative workgroups and advisory bodies negotiating technical and policy positions to initiate legislative or regulatory changes.

Applicants should possess a bachelor's degree (master's preferred) in political science, business, public administration, or a related field and five (5) years of professional experience in government affairs, professional or local government advocacy or other administrative function related to local, state, or federal legislative issues; or an equivalent combination of training and experience.

The successful candidate will have extensive knowledge of legislative and political processes; politics and protocol at the local, state, and national level; county operations, policies, procedures, and finances; and in-depth knowledge of Virginia state government and budget. Additionally, the candidate will possess strong organizational skills; ability to interpret and apply statutes, code, regulations, and policies pertaining to local and state governments; analyze complex legislative issues, develop and evaluate alternatives, and make recommendations to elected and executive leadership. Candidate must demonstrate a proven record of exceptional leadership skills with ability to develop and maintain effective working relationships with internal and external customers, including elected and appointed officials, community and special interest groups; excellent written and oral communication skills; and flexibility to work in a rapidly changing political environment.

Good driving record, pre-employment drug test and extensive background check required.

SHIFT:

Monday - Friday; 8:30 a.m. - 5:00 p.m.

WORK LOCATION:

Intergovernmental Relations

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity