

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Government & Community Affairs Manager

Department: Administration

Pay Grade: 512

FLSA Status: Exempt

Job Code: A066

JOB SUMMARY

The Government & Community Affairs Manager will manage short and long-term government and community affairs initiatives across the full spectrum of the City of Roswell's (COR's) goals and initiatives. This role will serve as a strategist to the Mayor's office on governmental and community relations initiatives. The Government & Community Affairs Manager will be responsible for developing, coordinating and implementing, in tandem with city staff, the political and community sensitive development strategies designed to facilitate the successful completion of COR's initiatives. This person will serve as the CORs primary relationship manager with respect to federal, state and local elected officials and government agencies; community boards; community stakeholders; private stakeholders. This person is also responsible for developing CORs annual legislative agenda and working with senior management and key personnel in the Mayor's Office to ensure that the legislative priorities receive attention at the federal, state and local level.

ESSENTIAL JOB FUNCTIONS

Advocacy and Lobbying:

- Develop and implement strategies to influence public policy and legislative outcomes in favor of the City.
- Represent the City's interests in legislative sessions, public hearings, and meetings with policymakers.

Policy Analysis and Development:

- Monitor and analyze proposed legislation, regulations and public policies that could impact the City community.
- Develop policy positions and strategies in response to government actions.

Relationship Management:

- Build and maintain relationships with key government officials, agencies and legislators.
- Build strong relationships with community groups, non-profits, businesses and residents.
- Serve as the primary point of contact between the City and government bodies.
- Foster strong connections with local businesses, community leaders and voters to understand their needs and advocate for the City.
- Organize town hall meetings, forums and business roundtables to engage the community and gather feedback on City initiatives, including the State of the City event and HOA meetings.
- Design strategic alliances with the North Fulton region to promote regional collaboration and shared objectives.
- Participate in regional planning meetings and initiatives to represent the City's interests and foster cooperative efforts among neighboring municipalities.
- Represent the City at various stakeholder events and trips.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Public Administration, Communications, Social Work, or a related field. A Master's degree is preferred.
- At least five years of experience in community relations, public affairs, or a related field, preferably within local government or a non-profit organization.
- Proven track record of successfully managing community outreach programs and initiatives.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills, both written and verbal.
- Ability to build and maintain positive relationships with diverse community groups and stakeholders.
- Excellent organizational and project management skills.
- Proficiency in using social media and other digital communication tools.
- Ability to work independently and as part of a team.
- Strong problem solving skills and the ability to address community concerns effectively.

PHYSICAL DEMANDS

The role requires the ability to move freely between different locations, including community centers, office spaces and outdoor venues. Frequent use of hands for typing, writing and handling materials is necessary. The ability to read printed materials, computer screens and documents. The ability to communicate effectively with community members and stakeholders in person and over the phone. The role may involve lifting and carrying materials or equipment

weighing up to 20 pounds. Extended periods of standing or walking may be required during events, meetings and site visits. Additionally, the ability to drive to various locations within the local area for meetings and events is necessary. These physical demands are essential to performing the job functions effectively and ensuring active engagement within the community.

WORK ENVIRONMENT

This position requires a combination of office work and fieldwork. Occasional evening and weekend work may be required to attend community events and meetings. The role may also involve some travel.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.