



## INTERGOVERNMENTAL RELATIONS OFFICER City of Austin, TX

The City of Austin is seeking a leader with knowledge of regional and Federal legislative matters and skilled in communications and relationship-building to serve as Intergovernmental Relations Officer.

### About Austin

Austin attracts many visitors with its live music events; it's one of the top things to do in Austin. In addition to the acclaimed South by Southwest and Austin City Limits festivals, there's music to enjoy throughout the year. As the "live music capital of the world," Austin serenades the community with live music in the airport terminal, on the downtown streets, and at about 200 venues. Museums in town include The Contemporary Austin, the Blanton Museum of Art, and the Mexic-Arte Museum. Austin offers many community centers, gardens, parks, libraries, churches, synagogues, temples, and other houses of worship and contemplation.

Emerging as a player on the international scene, Austin is well known for its diverse events such as the Austin Marathon, Rodeo Austin, Austin Urban Music Festival, Blues on the Green, Austin Pride Festival, Austin Trail of Lights, SXSW, Austin City Limits, and Formula 1.

Located at the edge of the Texas Hill Country – rolling terrain of limestone bluffs, springs, rivers, and lakes – Austin's climate is ideal for year-round jogging, cycling, hiking on the city's many trails, or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.

### Austin by the Numbers

- #1** Best Places to Live in Texas  
U.S. News & World Report 2023
- #1** Best Public Universities in Texas  
(University of Texas, Austin)  
U.S. News & World Report 2023
- #2** U.S. Metros for STEM Professionals  
Wallet Hub 2023
- #2** Hottest Job Markets  
Wall Street Journal 2023
- 3rd** Largest Metro Areas by 2100  
moveBuddha 2023





## About Austin City Government

Earning a perfect 100 on Human Rights Campaign's Municipal Equality Index, the [City of Austin](#) is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin's mayor is elected from the city at large, and ten council members are elected from single-member districts. Terms of the mayor and council members are four years, and terms are staggered so that a general election is held every two years, with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for the appointment of the City Manager (who is the Chief Administrative and Executive Officer of the City), City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.



**100**  
Proud to have earned  
a perfect score on the  
**Municipal Equality Index**

HUMAN RIGHTS CAMPAIGN  
equalityfederation  
HRC.ORG/MEI

## About the Intergovernmental Relations Office

The mission of the City of Austin's Intergovernmental Relations Office is to ensure that the City's interests in providing for its residents' safety, health, and well-being are protected and enhanced through active involvement in the legislative process and strong intergovernmental relationships. This work is achieved by pursuing a State legislative agenda that prioritizes efficient and cost-effective government services that foster Austin's prosperity, sustainability and safety and a Federal legislative agenda that ensures the equitable distribution of Federal funds, provides a solid safety net for vulnerable populations, and recognizes the challenge of climate change among other priorities.



## About the Intergovernmental Relations Officer

Under administrative direction from the City Manager's Office and as approved by Council, the Intergovernmental Relations Officer supervises the activities and operations of the City of Austin's Intergovernmental Relations Office, including the planning and development of the Federal and State legislative programs. This position is also responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

### Duties, Functions and Responsibilities

Pursuant to the Americans with Disabilities Act, the essential duties and functions of the Intergovernmental Relations Officer, may include the following:

- Manages the City of Austin's State and Federal legislative programs
- Manages the City's State and Federal legislative consultants
- Coordinates intergovernmental activities with other public sector entities and organizations
- Provides interpretations of legislative issues and position statements
- Prepares testimony regarding municipal operations issues
- Monitors Federal and State grant-in-aid programs
- Oversees project or activity status reports
- Notifies and maintains contact with outside entities to ensure appropriate officials are present at City meetings and functions
- Briefs Council, City staff and other groups on activities and status as required

### Compensation and Benefits

The salary range for this position is \$183,000 to \$193,000. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City of Austin is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Reasonable relocation benefits will be provided to the successful candidate.

Visit [austintexas.gov/department/active-employee-benefits](https://austintexas.gov/department/active-employee-benefits) to learn more about the City of Austin's employee benefits.

## About the Intergovernmental Relations Officer (cont.)

### Qualifications

The minimum qualifications for this position include a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business, Political Science, History, or related field, plus seven (7) years progressively responsible professional experience in Federal, State or municipal governmental affairs, three (3) years of which were in a lead or supervisory capacity. A Master's degree in Public Administration, Public Affairs, Business, Political Science or History, or other related field may substitute for two (2) years of the required experience.

The qualified applicant will be able to explain and demonstrate their ability – with or without reasonable accommodations – to perform the essential job functions and possess the following knowledge, skills, abilities:

- Knowledge of the organization and relationship of municipal, county, State and Federal Governments, their respective agencies, and programs
- Knowledge of Federal, State, and local laws and knowledge of City practice, policy, and procedures
- Knowledge of supervisory and managerial techniques and principles
- Knowledge of grants and contract administration and principles
- Skill in planning and organizing and coordinating large, complex programs
- Skill in communicating effectively both orally and in writing
- Skill in establishing and maintaining effective working relationships with various State officials, Council members, Boards, Commissions, City Employees and the general public
- Skill in handling multiple tasks, prioritizing, data analysis, and problem solving
- Skill in using computers and related software
- Skill in handling conflict and uncertain situations
- Skill in leading an organization from a values-driven perspective, including such things as equity, innovation, sustainability, and resiliency
- Ability to use an equity lens and framework to create inclusive, diverse, and safe workplaces and community programs
- Ability to engage diversity and prioritize inclusion in building constructive and effective relationships

### To Apply

The City of Austin is partnering with PoliHire in the search for the next Intergovernmental Relations Officer. If you wish to express interest or apply for this position, please contact PoliHire at [austin\\_igro@polihire.com](mailto:austin_igro@polihire.com). Please include only your name (Last, First) in the subject line when submitting a cover letter and resume. For confidential inquiries, please contact us at [info@polihire.com](mailto:info@polihire.com).