

JOB DESCRIPTION

Job Title	Government Affairs Officer
Department	Administration
Reports to	President & CEO
Positions Supervised	None
FLSA Status	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Government Affairs Officer will manage government affairs in implementing federal, state, local legislative, and regulatory activities. The Government Affairs Officer will provide site selection, local and state business incentives, governmental ombudsman services, and financing options to existing KCMO businesses and companies seeking to relocate, expand or continue in the City of Kansas City, Missouri.

Essential Job Functions

- Develop and maintain effective relationships with all local and state government officials.
- Coordinate with various departments, colleagues and provide inputs to various local and state officials.
- Prepare various government strategies and maintain good relationships with city and state officials.
- Provide operational support to all legislative processes.
- Participate, plan various community programs and assist to implement all strategies effectively.
- Perform research and analyze various regulations at local and state levels as necessary.
- Maintain and monitor support by lobbyists at all state and local levels.
- Participate in legislative committee meetings at the city and state level.

Ancillary Job Functions

In Addition to the base responsibilities, this position will perform the following functions for the organization:

Legislative Development

- Track, report, and analyze various legislative and regulatory actions on both the state and local levels.
- Research and prepare briefs on all local and state legislative activity pertaining to economic development affairs for Kansas City, MO.
- Provide local sectors and state government affairs organizations with reports on legislative, regulatory, and other government affairs activities.
- Respond to specific requests from members and others for assistance with government affairs issues.
- Draw/write monthly updates for association publications.
- Attend meetings and represent EDC when requested and required.
- Convene monthly legislative committee meetings for the EDC.
- Coordinate with legislative lobbyists retained by the City and other cooperative entities.
- When necessary, provide or schedule testimony in Jefferson City for State-level legislative matters.
- When necessary, provide or schedule testimony at Kansas City City Hall.
- Coordinate and create a legislative agenda for the EDC in partnership with other KCMO organization partners.

Education and Experience – An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in business, communications, and/or political science.
- Preferred, a Master's degree in business, communication, or political science.
- A minimum of 2 years of direct/ancillary economic development experience and/or business communications, political science.
- Must have a valid driver's license.
- Kansas City, MO residency is required.

Knowledge, Skills and Abilities which may be representative, but not all inclusive of those commonly associated with this position.

- Strong organizational, communication skills. Ability to sustain a highly organized work atmosphere.
- Excellent verbal, written presentation skills and strong analytical skills.
- Ability to learn quickly, be influential and assertive.
- Strong writing skills and an understanding of Microsoft Office suite, budgeting, and financial principals.
- Recognizing and prioritizing the issues for EDC, while bringing solutions to the notice of lawmakers, EDC, and the city.
- Ability to work as part of a multi-disciplinary team or independently while building and sustaining strong relationships with politicians, agency partners, and community leaders.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Ability to input data into computer utilizing hands and finger to tab to different fields, input data up to two-thirds of the time.
- Moderate noise (office with keyboards, photocopiers, phones ringing, etc.)

Physical Abilities commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Ability to regularly talk on the phone and hear the other party.
- Ability to frequently sit, stand, and drive to meetings.
- Possess precise hand-eye coordination.
- Occasionally lift 10-20 pounds.
- Clarity of vision at 20 inches or less.