

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Public/Intergovernmental Relations Coordinator	CLASS. CODE: 0080
DEPARTMENT:	City Manager's Office	FLSA: E
REPORTS TO:	Assistant City Manager	DATE: 12/27/01

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**Job Summary:**

Provides administrative support to the City Manager's Office, Mayor and City Council and other departments; manages City public information and media relations programs; fosters citizen participation and interest in City government; coordinates the state and federal legislative process; and manages Cable franchises and handles cable issues and complaints.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Provides administrative support to City Manager, Asst. City Manager, Mayor and Council and other City Departments including identifying issues, conducting research, drafting policy and preparing reports, correspondence, position statements and speeches.
2. Investigates and responds to citizen complaints and inquiries.
3. Drafts RFP's for services and develops and administers contracts.
4. Represents the City Manager's Office on various inter-departmental or inter-governmental committees and on evaluation teams hiring personnel into politically sensitive or high public contact positions.
5. Manages City public information and media relations program including keeping current on City Council activities and City operations and programs.
6. Analyzes information needs and determines appropriate methods of distributing information. Writes media releases, responds to requests for information and sets media conferences, as needed.
7. Provides orientation to new media representatives and media relations training to City personnel and volunteers.
8. Researches, writes and supervises production of major publications, including Citywide newsletter, election information, brochures, etc.
9. Works with CCTV staff to produce PEG Access cable programs.
10. Advises on and reviews/edits materials and programs prepared by departments and contractors.
11. Presents programs on City issues/projects to community organizations.
12. Serves as emergency public information officer and City liaison to area-wide emergency communications planning and evaluation committee.
13. Coordinates City intergovernmental relations program including keeping current on state and federal legislative processes and political trends.
14. Reviews all legislative bills and assigns to departments for evaluation. Analyzes bills assigned to the City manager's Office to determine impact on City.
15. Staffs Council Legislative Committee and prepares weekly reports advising the Committee on City appropriate positions. Prepares weekly report to City Council to obtain priority and authorization to lobby bills.
16. Prepares testimony and/or position statements for Council members and staff, presents testimony, monitors hearings, contacts legislators to explain City position on bills and request their support or opposition.

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17. Coordinates joint lobbying efforts with League of Oregon Cities and other governments or organizations.
18. Supervises Administrative Analyst and Staff Assistant hired to assist with the Legislative program during session. Monitors interim legislative committees and activities.
19. Provides information and position statements to Congressional delegation concerning federal regulations and appropriations.
20. Reviews semimonthly Federal Assistance Monitor and forwards grant opportunities information to appropriate departments.
21. As City Cable Officer, manages franchises with the cable provider; responds to subscriber complaints; verifies franchise fee payments; and, ensures compliance with terms of franchise, state and federal regulations.
22. Serves as staff liaison to Mid-Willamette Valley Cable Commission.
23. Provides information and policy analysis on cable issues to Commission members and City Council.
24. Evaluates and monitors commission budget and intergovernmental agreement compliance. Monitors CCTV's contract performance and budget.
25. Provides information to cable companies requesting franchises and serves as lead staff in evaluating and negotiating new franchises agreements.
26. Serves on the city's telecommunications committee that reviews and negotiates applications for all types of telecommunications franchises, monitors franchise compliance and analyzes and advises the City on complex telecommunications regulatory and right of way issues.
27. Continually updates training on current telecommunications regulations, both state and federal.
28. Manages board and commission advisory system for the City Council including recruiting candidates and evaluating qualifications; staffing Council Appointments Committee and preparing reports advising Committee on appointments; preparing appointment reports for City Council consideration and/or information; and supervising record keeping function.

**Important Job Functions**

1. Coordinates Sister City Program including staffing of committee, managing application/evaluation process for new sister city applications, serving as City liaison to boards and coordinating City events with sister cities and advises Council on protocol
2. Plans and coordinates special events, such as ground breaking ceremonies, ribbon cuttings, award programs and volunteer recognition celebrations, etc.
3. Performs other duties as required to ensure efficient operation of the department.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Business Administration, Communications, Political Science or a related field; and,  
Four to Five (4-5) years experience in a related field; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None Required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Requirements of photography, publications, and public relations.
- Organizations and functions of City government.
- Modern methods of research and evaluation.
- Contemporary office equipment.
- City, state and federal rules and regulations.

**Ability to:**

- Perform basic accounting functions.
- Use computers, word processing, databases and spreadsheet programs.
- Conduct negotiations.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Prioritize and manage work assignments under deadlines.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Work directly with elected officials.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.