



**ANNOUNCEMENT OF JOB OPPORTUNITY
City of Minneapolis Intergovernmental Relations
Government Relations Representative (Appointed)**

The City of Minneapolis is seeking a Government Relations Representative to represent the City of Minneapolis at the state legislature.

Nature of Work

The Government Relations Representative will assist city council and the mayor in the development, management and implementation of the city's legislative and federal programs. Represent the city at regional and local governments and state agencies.

Typical Duties and Responsibilities:

(Including, but not limited to the following)

Assists in representation of the City of Minneapolis before the State Legislature.

Assists in the development of the legislative program and the implementation of that program.

Represents the City on boards and committees charged with designing state and local legislative policy.

Research issues which come before the IGR Sub-Committee and recommend alternatives.

Monitor actions and issues of other governments and regional bodies.

Qualifications:

Education: Bachelors of Arts in Political Science, Journalism, Public Administration, Public Policy, Communications, Urban Studies or related field.

Graduate Degree Preferred.

Experience: Four years in management of complex issues, preferably lobbying and legislative policy analysis. Experience with the Minnesota State Legislature and/or other state legislatures is preferred.

Other Specifications:

Broad knowledge and understanding of the legislative process and the subjects lobbied and pursued.

Excellent oral and written communication skills.

Ability to work in a political environment and interact with congress, legislators, council members, mayors and staff.

Ability to work well in a high visibility area under pressure.

Good interpersonal skills.

Excellent negotiation skills.

To be considered for the opportunity:

Submit a cover letter and resume to:

E-Mail Daniel.Villarreal@minneapolismn.gov

Or by

US Postal Mail

Human Resources/Dan Villarreal

250 South 4th Street Room 100

Minneapolis MN 55415

Cover letters and resumes will be accepted

Monday, February 11, 2013 through Friday, February 22, 2013.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer