



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 primarily at regional agencies and local governments.

Nature of Work

The Government Relations Representative will assist the city council, mayor and city staff in the development and review of regional policies proposed by regional agencies such as the Metropolitan Council and the Metropolitan Airports Commission. Represent the city at regional and local governments, and federal and state agencies.

Typical Duties and Responsibilities:

(Including, but not limited to the following)

Assist in the representation of the City of Minneapolis at the Metropolitan Council and the Metropolitan Airports Commission.

Assist in the development of reports and analysis of proposed actions and policies of regional agencies.

Represent the City on boards and committees charged with primarily designing regional policy.

Research issues which come before the city council and recommend alternatives.

Monitor actions and issues of other governmental bodies, regional bodies and the county.

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 regional governments, local government, federal and state agencies, is preferred.

Other Specifications:

Broad knowledge and understanding of federal, state policies regarding regional development.

Excellent oral and written communication skills.

Ability to work in a political environment and interact with Metropolitan Council members and staff, the Metropolitan Airports Commission members and staff, and local government officials.

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

Tuesday, December 31, 2013 through Friday, January 10, 2014