

**JOB TITLE:** Local Government Liaison

**PAY GRADE:** NA – Volunteer Position

**DEPARTMENT:** City Manager's Office, City of Hendersonville

## **MAJOR DUTIES**

**JOB SUMMARY:** This position is appointed by and reports directly to the City Manager. The position will work directly with the City Manager to advise the City Council and assist in the implementation of City strategic goals. Upon direction from the City Manager, the position may communicate and negotiate the City's position on strategic matters. However, this position shall not have authority to bind the City in any matters. All policy decisions and agreements must be approved by City Council or the City Manager as appropriate.

## **MAJOR DUTIES**

### **ESSENTIAL:**

- Assist the City Council and staff in the development of strategic positions that facilitate the implementation of City goals and objectives.
- Represents the City Council and staff within the community and among local, state and federal officials to ensure lines of communication remain open and positive working relationships are maintained.
- Upon direction from the City Manager, assist with communicating of the City's position on strategic matters and advocating for this position in a manner that seeks a positive outcome for the City.
- Travels with the City Council and staff to local, state and federal events to represent the City and promote key strategic goals and objectives.
- Advises the City Manager on concerns within the community to ensure there is clear awareness of service issues and operational concerns.
- Serves at the will of the City Manager, and may be removed with or without cause.

## **QUALIFICATION:**

Must have a positive relationship with local, state and federal elected officials.

Must generally support City strategic goals and objectives and represent the City Council's policy positions regardless of political philosophy.

Must support the Council-Manager Form of Government and understand the role of the City Manager in providing policy recommendations to the City Council.

Or

An equivalent combination of experience, knowledge, skills, abilities and other characteristics consistent with the required qualifications as determined by the job analysis.

**COMPENSATION:**

The position is a volunteer position and will not be compensated.

The position will be reimbursed for all actual travel, administrative, or subsistence expenses as provided by the City's Travel Policy.

The position will utilize their personal vehicle, and provide their own car insurance. However, the position shall be paid the federal mileage rate for business miles.

The position is not entitled to any City benefits

The position will be provided with a City email address to be used for all City related correspondence.

The position shall receive access to City facilities and parking in the same manner of the City Council to assist with the performance of duties.