

Job Description: Government Affairs Liaison

Village of New Haven

Position Title: Government Affairs Liaison

Compensation: \$31.00 per hour (General Fund)

Status: Part-time (29 hours/week)

Schedule: 24 hours in-office; 5 hours flexible/meeting attendance

Position Summary

The **Government Affairs Liaison** serves as the "Diplomatic Liaison" for the Village of New Haven. This role is designed to bridge the gap between internal policy management and external intergovernmental relations. The Manager ensures that the Village's interests are represented at the regional level while maintaining the integrity of local operations through rigorous review of legal, human resources, and operational documents.

Key Responsibilities

1. Diplomatic Liaison & External Representation

- Act as the primary representative for the Village at regional planning and partnership meetings, including **SEMCOG** (Southeast Michigan Council of Governments), **Macomb Partners**, and other relevant intergovernmental agencies.
- Cultivate and maintain relationships with county, state, and federal officials to advocate for the Village's interests.
- Monitor regional trends and legislative changes that may impact Village operations.

2. Policy & Compliance Oversight

- **Ordinance & Policy Review:** Systematically review existing Village Ordinances and Standard Operating Procedures (SOPs) to ensure they remain current, enforceable, and compliant with state law.
- **Contract Management:** Review municipal contracts and agreements to protect Village interests before final approval.

3. Inter-Departmental Support

- **Fire Department (FD) Assistance:** Provide administrative or strategic support to the Fire Department as needed to ensure departmental goals align with Village policy.
- **Internal Consulting:** Serve as a resource for department heads regarding regulatory

compliance and inter-agency cooperation.

Command Structure & Environment

- **Reporting:** This position operates within a clear municipal command structure reporting to the Building Department Supervisor.
- **Work Environment:** The Village provides a dedicated office, desk, and all necessary materials and technology to perform duties effectively.

Benefits & Requirements

- **Sick Leave:** 72 hours per year.
- **Vacation:** 40 hours per year.
- **Experience:** Previous experience in municipal government, law, or public policy is highly preferred.
- **Communication:** Exceptional verbal and written communication skills are required for high-level diplomatic representation.

Comparison of Internal vs. External Focus

Internal Focus (24 Hours)	External Focus (5 Hours)
Ordinance & Contract Review	SEMCOG Representation
Policy & Procedure Updates	Macomb Partners Meetings
Fire Department Operational Support	Legislative Advocacy
	Regional Networking
