

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Director of Intergovernmental/  
Community Relations

**Class Code Number:** 1200

**Position Designation:** Management/Contract

**Division:** City Manager

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### **General Purpose of Position**

The purpose of this position is to provide professional senior level support including complex analysis, the conducting of various studies and surveys, specialized project management and other complex technical and professional duties. Develops, organizes and coordinates Citywide public relations and information programs. Reviews and monitors state and federal legislation and develops legislative strategies. Administers the full range of activities required to research, submit and support grants.

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### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Operations Officer. May exercise general direction over para-professional, technical and administrative support staff.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.*

- Plans, organizes and manages citywide public relations functions. Coordinates activities with and serves as liaison between the City and the community.
- Manages complex comprehensive specialized functions, projects and/or studies requiring interdepartmental participation.
- Researches grant options; prepares grant applications; manages and oversees grant funded programs; communicates with federal, state, and county agencies on matters of funding and City compliance with applicable standards.
- Oversees the operations and activities of other departments as assigned, including preparation of the annual budget.
- Performs various surveys and studies in accordance with professional standards of methodology as directed.
- Attends and participates in professional group meetings; maintains awareness of new trends and innovations in the fields of legislation, communication, grant programs, and project management.
- Represents the City to various intra-governmental agencies and other organizations.
- Prepares policy recommendations and presents to senior management and/or governing bodies.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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- Reviews and monitors state and federal legislation that affect the City and develops strategies to manage changing legislation.
- Implements and manages outreach and publicity events and meetings in support of projects and ongoing programs.
- Prepares and disseminates information to be presented to various service clubs, organizations, schools, residences, and businesses.
- Serves as the City's Public Information Officer in major incidents or disasters.
- Writes text for City's Annual Budget and/or public service announcements.
- Makes public presentations on proposed projects and services.
- Performs various related essential duties as required.

### **QUALIFICATIONS**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** A Bachelor's degree from an accredited college or university with major course work in business administration or public administration or a related field is desirable.

**Experience:** Five years of municipal government administrative experience involving the analysis of administrative concerns, development of policies and procedures and supervision in an administrative activity. Five or more years of professional experience in public relations and public speaking.

**License/Certificate:** Valid Class C California Driver's License required.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

#### **Knowledge of:**

- Codes, ordinances, laws and regulations requirements.
- Principles, practices and techniques used to develop, plan and coordinate an effective comprehensive public information program.
- Principles, practices and techniques of local, state and federal government and principles and resources of legislative and regulatory bodies.
- Principles and practices of administration of other departments as assigned.
- Methods and techniques of public administration research, analysis and report preparation.
- Established City policies and procedures.
- Principles of budget preparation and control.
- Principles and practices of personnel administration.

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### **Ability to:**

- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.
- Effectively administer assigned programs and perform both complex and routine assignments with accuracy.
- Understand, interpret and explain laws, regulations, policies, practices and procedures.
- Analyze information, draw valid conclusions and make recommendations.
- Interact with a variety of personnel and achieve the confidence of others.
- Elicit and maintain cooperative work relationships; communicate effectively both verbally and in writing and conduct effective meetings.
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### **Skill to:**

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **WORK ENVIRONMENT**

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.