



## Director of Government Relations Job Description

Job Title: Director of Government Relations  
Department: Government Relations  
Reports To: Executive Vice President  
FLSA Status: Exempt

Summary: The Director of Government Relations plans, organizes, coordinates and implements the Governmental Relations programs of the American Institute of Architects California (AIA CA).

Essential Duties and Responsibilities: Will include the following, but other duties may be assigned.

- Respond to requests from members of the Legislature, legislative staff, the Governor's Office, and other state and private organizations for information.
- Provide detailed analysis and evaluation of legislation pertaining to architecture, coordinating communications between the Legislature, its staff, and AIA CA.
- Testify and/or arrange for testimony on legislation affecting the profession.
- Develop legislative reports.
- Initiate and propose legislative work plans and strategies.
- Initiate and draft agency policy statements.
- Make recommendations to the Executive Vice President, the Executive Committee and the Board of Directors on legislation.
- Prepare and deliver presentations to local chapters and other groups at special meetings and conferences.
- Work with the organizational leadership and members to establish the objectives of the AIA CA's Government Relations programs and develop and activate the techniques and procedures to accomplish these objectives.
- Advise on any and all political and public relations implications of proposed actions.
- Promote the knowledge and use of the AIA CA's resources.
- Supervise staff in the Government Relations department and architect Regulatory Outreach consultants.
- Prepare correspondence and reports for the Executive Vice President, the Executive Committee, the Board of Directors, and other special committees and task forces.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Supervisory Responsibilities: This position has full management and supervisory responsibility in charge of a major AIA CA function. Supervises and directs the Legislative Assistant and architect Regulatory Outreach consultants. Directly supervises employees in the Government Relations department and architect Regulatory Outreach consultants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



Measures of Performance: The Director of Government Relations shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. *Member Service* - Manages difficult member situations; Responds promptly to member needs; Solicits member feedback to improve service; Responds to requests for service and assistance; Meets commitments.
3. *Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.
4. *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
5. *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. *Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
7. *Ethics* - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
9. *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
10. *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. *Delegation* - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.



12. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
13. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Requires skills and knowledge at the highest level with responsibility for work of the most sensitive nature as it relates to the AIA CA's primary mission.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite of products.

**Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required.

**Technical Skills:** Demonstrate ability to: work effectively in a legislative setting; establish and maintain effective communications between members of the legislative and executive branches of government; establish and maintain effective communications between local, state, and federal agencies; analyze problems which lend themselves to legislative or regulatory solutions.

**Management/Other Skills:** Effective personal presentation skills; strong writing skills; ability to analyze situations accurately and take appropriate action; effectiveness in dealing with the public, other employees, and members; leadership; independence with the ability to act authoritatively in a functional specialty; knowledge of formal and informal aspects of the legislative process, the AIA CA's goals and policies, and governmental functions and organization at the state level; ability to reason logically and creatively and utilize a variety of techniques to resolve conflicting governmental and/or managerial problems; develop and evaluate alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; establish and maintain project priorities; negotiation and persuasion. Personal characteristics of



creativity, initiative, flexibility, sensitivity, and self-initiative are also required.

**Position Requirements:**

**Membership:** Close working relationship with many members. Makes presentations to members at Chapter meetings throughout the State. Also interacts with members at national level through attendance at AIA National conferences and meetings.

**Governing Structure:** Staff liaison to all Government Relations Committees, such as the Advocacy Advisory Committee, the Urban Design Committee, the Climate Action Committee, and any other related task forces and committees. Attends and participates in all Executive Committee meetings. Assists in the development and organization of Executive Committee and Board of Directors agendas. Attends all Board of Directors meetings. Submits technical reports and analyses to the Board of Directors. Makes verbal status reports and presentations at Board of Directors meetings as required. Attends committee meetings, Executive Committee and Board meetings to provide technical information, and to advise on policy. Also attends CALC-PAC Trustee meetings as political advisor.

**Government:** Acts as primary liaison with legislative staff, state departments, federal agencies and local government bodies. Attends and testifies at legislative hearings and regulatory hearings. Attends and/or speaks at meetings of allied professionals. Also attends meetings and assists in the development of agendas for the Architects & Engineers Conference Committee meetings.

**Consultants/Vendors:** Works closely with contract lobbyist and other consultants.

**Public:** Responds to all inquiries. Acts as AIA CA's representative at meetings of community-based, civic, or allied professional organizations as required.

**Media:** Assists Communications/Public Affairs Program in responding to media information requests related to legislative or regulatory issues.

**Related Organizations:** Relates often with local components and the National AIA, as well as other state AIA components.

**Allied Organizations:** Encouraged to attend meetings of other allied professionals which bring additional visibility to the work of AIA CA.

**Association Staff:** Heavy contact with other staff regarding cross-programmatic activities of the AIA CA.

**Policy Formulation:** Develops procedures and policies for committee, Board, and Executive Committee operations. Initiates drafts and presents proposed policies as they relate to ballot measures, legislative bills, regulatory proposals, and/or political candidates.

**Planning:** Assists the Executive Vice President in planning the succeeding year's legislative and regulatory programs. Assists the Vice President for Government Relations in planning for his/her two-year term. Assists in planning the agendas for Executive Committee and Board of Directors meetings. Responsible for the planning of Advocacy Advisory Committee, Urban Design Committee, Climate Action Advocacy Subcommittee, and CALC-PAC meetings. Assists in planning Government Relations related programs for AIA CA grassroots lobbying. Assists in planning for AIA CA activities at AIA Grassroots conference (or related advocacy events).



**Decision Authority:** Demonstrates authority to make immediate on-the-spot decision in legislative and/or regulatory committees on behalf of AIA CA if necessary; full decision-making authority over Government Relations staff activity.

**Budgetary:** Drafts annual budget request for Government Relations program in conjunction with the Finance Director. Administratively responsible for approximately \$300,000.00 annually.

**Physical and Emotional Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk, talk or hear.. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Acknowledgements:** I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here (If none, so state):

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I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

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I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or AIA CA as specified by Section 2922 of the California Labor Code.

I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

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Employee’s Signature

\_\_\_\_\_  
Date

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Supervisor’s Signature

\_\_\_\_\_  
Date