

The League of Kansas Municipalities

Government Affairs Director

Looking to make a difference in cities across Kansas? The League of Kansas Municipalities is seeking a Government Affairs Director to advocate for cities in state and federal legislative matters. The ideal candidate has a passion for Kansas and enjoys the satisfaction of helping people build vibrant communities.

The Government Affairs Director facilitates member cities' development of the League's Statement of Municipal Policy – the legislative priorities for cities. This person promotes the League as the authoritative source of information on cities and builds collaborative working relationships with state officials, legislators, member cities, and other professional organizations.

This person also analyzes state and federal legislation and regulations to determine the potential impact on cities, sharing that information via memoranda, bill summaries, talking points and articles. The Government Affairs Director represents the League on task forces and serves as a media contact point for legislative issues.

Outside of the legislative session, the Government Affairs Director frequently engages and assists the League-affiliated Kansas Mayors' Association and the Kansas Association of City/County Managers. Some engagement involves outreach via visits to member cities and, at times, conducting trainings for members.

A membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, the League of Kansas Municipalities has a clear purpose of strengthening Kansas communities. Our team works collaboratively to assist members in solving issues and strengthening their cities. Since 1910, we have been a resource for cities across Kansas, providing information on best practices in city operations and facilitating communication between members to grow their networks and share ideas.

Required qualifications include a bachelor's degree in public administration, political science, communications, or related fields. Two years' relevant experience in government affairs or a similar, outward-facing position. Local government or government-related experience, preferred. The ideal candidate possesses a demonstrated ability to communicate complex information clearly, accurately, and persuasively in both written and oral presentations. Qualified candidates

must be able to work both collaboratively and independently, meet deadlines and manage multiple projects at the same time.

The League offers outstanding benefits and a flexible work environment. Benefits include KPERS, health/dental insurance, an optional deferred compensation program with matching funds, and paid leave and holidays. Salary range of \$95,000 - \$105,000 commensurate with experience. **Interested candidates should submit a cover letter, resume, three work-related references, a short writing sample (e.g., memo or testimony) showing the applicant's ability to identify and analyze one or more legislative issues of concern to municipalities, and salary requirements, in one pdf file, to Rynae Redd at resumes@lkm.org.** If confidentiality is requested, please note in application materials. Position will remain open until filled. Resume review will begin June 17, 2022. The League is an equal opportunity employer.

Director of Government Affairs
League of Kansas Municipalities

The Director of Government Affairs represents municipalities in state and federal legislative and administrative processes as guided by the League Statement of Municipal Policy, the League governing body, and the executive director. This person promotes the League as the authoritative source of information on cities and builds collaborative working relationships with state officials, legislators, member cities, other units of government, other professional organizations, and the League's affiliate organizations. This person serves as an active, contributing member of the League's staff, administering aspects of League operations and coordinating special projects as assigned by the executive director.

Duties and responsibilities

- Oversees advocacy efforts, including development of messaging for League initiatives and policy positions. Provides talking points and advocacy training for members. Oversees development of advocacy content for the League website, social media and publications.
- Represents the League before the state legislature and other branches/levels of government. Advocates for League policy positions. Negotiates legislative proposals and administrative rules. Testifies before committees and coordinates city officials' testimony, including research and preparation of written comments and materials. Oversees drafting of legislation and comments during agency rulemaking and guideline development.
- Responsible for coalition building with stakeholder partners to effectively promote the League perspective on issues.
- Develops and maintains respectful working relationships with city officials and elected and appointed officials in all branches and all levels of government.
- Plans and coordinates the development and representation of the League's Statement of Municipal Policy. Collaborates with staff to determine best strategic and tactical plans to represent and implement policy positions.
- Plans and coordinates the League's Regional Dinners to discuss the Statement of Municipal Policy with members and legislators.
- Researches and analyzes state and federal legislative proposals, rules and regulatory actions for their impact on cities. Produces periodic reports and briefing papers for policy committees, the League governing body, and League members. Assists in preparing and making presentations of the League's findings.
- Represent the League on task forces, commissions, and study groups for legislative issues.
- Monitors and tracks state and federal legislation and rulemaking through legislative and agency processes.

- Writes memoranda, action alerts, bill summaries, talking points, and articles. Responds to inquiries from city officials concerning legislation and emerging issues for which policy is being developed.
- Serves as one of the League's resources on legislative issues to the media, developing and maintaining positive working relationships with statehouse reporters.
- Travels amongst member cities in Kansas to conduct member outreach activities, primarily when the legislature is not in session.
- Assists the executive director with implementing the strategic plan of the organization, including recruiting and maintaining membership.
- Works with League employees to brainstorm and develop new external programs and services for the membership, internal policies, procedures and organizational initiatives that enhance the League's ability to serve and strengthen local government.
- Participates in the League's annual conference, providing content and assisting in acquiring content for conference panels and sessions.
- Staff liaison for Kansas Association of City/County Managers and Kansas Mayors Association.
- Schedules, supervises, trains, evaluates performance, and supports professional growth of assigned staff. Guides employees through corrective action and mentoring as needed.
- Completes any other duties and projects as directed by the executive director.
- Responsible for contributing to a positive working environment.

Qualifications

- Bachelor's degree required in public administration, political science, communications, or related fields.
- Thorough knowledge of the functional operation of the government of the State of Kansas, especially the Kansas legislature and the executive branch.
- Experience with municipal government responsibilities and operations preferred.
- Ability to explain, in writing and orally, complex and technical matters to diverse audiences.
- Detail oriented with a high degree of accuracy and thoroughness.
- Outstanding political and professional judgement.
- Ability to work both collaboratively and independently, meet deadlines and manage multiple projects at the same time.
- Ability to deliver speeches and to testify effectively.
- Demonstrated ability to identify and solve problems.
- Strong sense of work ethic, including a willingness to work the hours necessary to complete the essential functions of the position.

Working conditions

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff and members, vendors, etc.
- Out-of-town travel on a semi-regular basis is required, including weekends when necessary.

Physical requirements

- Ability to sit and stand for extended periods of time.
- Ability to lift 20 pounds.

Direct reports

- Research Associate
- Dotted line oversight for lobbying duties.