**Chief Government Relations Officer Standard Job Description**

**Classification Title:** Chief Government Relations Officer

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Government Relations Officer reports to the President and is responsible for development and implementation of government relations strategies and plans at the state and federal level, in coordination with the System Vice Chancellor for Government Relations. The Chief Government Relations Officer advises and assists the President with internal and external affairs including strategic planning, internal operations and constituency-building activities; represents the President at various meetings and functions; serves on task forces and committees; and performs special projects as assigned

**Essential Duties/Tasks:**

**40% Legislative Affairs and Strategic Planning**

* Identifies issues and designs strategies for legislative sessions for review and approval of the President.
* Develops and implements approved strategies and secures successful outcomes from the Texas Legislature.
* Monitors, evaluates, tracks, and facilitates legislation through the Texas House of Representatives, Texas Senate, and Governor's Office to become law.
* Directs and designs statewide efforts and campaigns to ensure support for the university and higher education during the legislative process.
* Represents the President at events for state elected officials.
* Represents the university and branch campuses at the Legislature, facilitating legislation through the process, including securing appropriations.
* Ensures, drafts, secures sponsors, and facilitates the passage of university-specific legislation.
* Works closely with the System State Relations team during legislative sessions to ensure passage of approved System initiatives, including appropriations.
* Plans and directs university participation and coordination with System events and programs.
* Hosts state elected officials on visits to campus.
* Serves as the principal liaison with the System State Relations team responsible for coordination on all legislative issues, interim activities, constituency programs, and development of System legislative strategies.
* Serves as the primary university liaison with the Governor's Office, Lt. Governor's Office, Texas Speaker of the House, Texas Legislature, Legislative Budget Board, Texas Higher Education Coordinating Board, and statewide elected officials.
* Serves as the key liaison with Vice Presidents, Executive Directors, Directors reporting to the President, and Deans regarding all legislative issues or actions.
* Serves as the primary liaison with Select Committees and Special Commissions established by the Governor or Legislature to ensure appropriate input regarding higher education policy.
* Serves as the primary liaison with the Association of Former Students' government relations outreach initiatives.
* Serves as the primary liaison with the Legislative Relations Committee of Student Government regarding legislative issues and strategies.

**20% Federal Relations and Advocacy**

* Oversees the university's Federal Relations program in coordination with the System Office of Federal Relations.
* Represents the university with federal agencies and Congress.
* Coordinates and implements new university programs with federal agencies and Congress.
* Identifies resources and opportunities for the university through interaction with nonpartisan public policy research organizations.
* Serves on various national councils/task forces to provide information regarding federal higher education policy.
* Responds to or coordinates university response to congressional inquiries.
* Hosts congressional members and federal officials on visits to campus.
* Serves as the liaison on federal issues with national associations such as the Association of American Universities, Association of Public and Land Grant Universities, and Southeastern Conference government relations network.
* Coordinates activities with the University Vice President for Research regarding all federal initiatives and projects.
* Identifies, tracks, and facilitates federal legislation impacting the university.
* Identifies federal programs and grants and assists appropriate university personnel in securing funding.
* Serves as the principal liaison with the System Federal Relations Office to ensure coordination, communication, and success of the System federal agenda.
* Represents the university with national organizations to promote advocacy and consortium activities.

**20% Internal Operations and Staff Management**

* Interacts, communicates, and builds support among internal and external constituencies.
* Provides Presidential counsel and coordination on strategic staffing and organizational initiatives involving the President's office and its priorities.
* Assists with research and staff review documentation that helps the President make informed decisions and execute presidential functions.
* Hosts visiting dignitaries and attends official university functions representing the President's office.
* Works closely with others to ensure effective strategic planning processes and implementation.
* Serves by appointment of the President on various task forces and committees, both internal and external.
* Represents the President at internal and external meetings and/or forums.
* Works with community organizations regarding legislative activities that impact the community.
* Completes special projects and other duties as assigned.
* Supervises staff including the Associate Vice President for Government Relations and executive assistant.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree in an applicable field or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**