

As the Government Affairs Representative III, you maintain effective working relationships with governmental agencies and organizations that have direct impact on the Airports Authority.

### **JOB DESCRIPTION**

- Government Affairs Representative III
- This is the full performance level job in the Government Affairs Representative series.
- Works under the general supervision of the Vice President for Communications and Government Affairs.
- Serves in the Office of Communications and Government Affairs at the Corporate Office Building.

Performs the full range of governmental affairs activities. Establishes and maintains effective working relationships with government agencies and offices and non-governmental support organizations that have direct impact on the Airports Authority. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Maintains liaison with the US Congress and various Federal executive branch agencies (e.g. Department of Transportation, Federal Aviation Administration, Transportation Security Administration) and the Commonwealth of Virginia and other local and regional oversight entities that have direct impact on the Airports Authority's enterprises, as assigned;
- Maintains regular communications with officials to exchange routine and non-routine information; develops contacts that will serve the Airports Authority's key interests.
- Represents the Airports Authority at meetings and conferences with governmental organizations and supporting non-governmental organizations; participates in periodic meetings with federal, state, local government officials and Congressional staff to explain the Airports Authority's status, actions and initiatives.
- Analyzes Federal, state, and county legislative proposals, regulations and other issues/actions to assess the impact on the Airports Authority's policies and programs.
- Researches issues and prepares official responses to inquiries from Congress and Federal agencies; reviews responses prepared by other Airports Authority offices. Identifies and recommends strategies to present the Airports Authority's position on legislative initiatives.
- Develops draft briefing papers for legislators and key staff in response to formal and informal requests for information from officials, the private sector and the public.
- Attends legislative sessions to personally communicate the Airports Authority's position; assists in preparing Airports Authority officials to testify, as appropriate.
- Coordinates annual outreach program for elected and appointed Federal, state, and county officials and their staff to inform and engage them concerning the Airports Authority; may arrange and coordinate other special events including meetings and tours for officials.
- Coordinates communication efforts with the Office's Media Relations Department.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Five years of progressively responsible experience in government/government affairs to include:
  - identifying, developing, recommending and implementing strategies to represent an organization's interests; and
  - maintaining liaisons with legislators and executive branch departments/agencies to represent the organization's key interests.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Comprehensive knowledge of Federal, state/regional/local governmental organization/operations and legislative processes.
  2. Ability to identify, develop, recommend and implement government affairs strategies and outreach efforts.
  3. Ability to research and develop position papers and official response statements strategies.
  4. Well-developed written and oral communication skills, with emphasis on persuasive communication techniques.
  5. Ability to work under pressure and maintain poise.
- Ability to analyze data and information and make recommendations.
  - Ability to use a computer and modern office suite software.

## **PREFERRED QUALIFICATIONS**

- A Bachelor's Degree in Government, Government Relations, Public Affairs, Public Relations, or Communications.
- Extensive experience in researching and monitoring legislative proposals, regulations or other issues/actions of federal government bodies.
- Extensive experience in researching issues and helping to prepare official responses to inquiries from Congress and various federal agencies.

## **EDUCATION**

- A Bachelor's Degree in any field or an equivalent combination of education, experience and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two years of these five years of experience. A Master's Degree in any field may substitute for two years of experience.

## **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

## **NECESSARY SPECIAL FACTORS**

- May be subject to job pressures from adverse, high-stakes legislative initiatives and other demanding situations as well as interpersonal conflicts arising from policy conflicts.
- Subject to heavy workloads during peak periods typically revolving around cyclical or special legislative or executive branch work schedules and actions.
- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.