



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: INDOT	BU: 00800
Division: Chief of Staff – Government Affairs	Section/District:
Job Title: Intergovernmental Affairs Director	Job Code:
Working Title (if different from above): Intergovernmental Affairs Director	
Reports To: Deputy Chief of Staff	
FLSA Status: Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>	Effective Date:

Purpose of Position/Summary:

The Intergovernmental Affairs Director (IAD) represents the interests of INDOT and the Commissioner in various capacities for local elected officials and government affairs. The IAD directs and coordinates governmental affairs with the Indiana’s mayors, city councilors, county commissioners, etc. The IAD acts as the liaison and two-way conduit between the local governments and the agency’s visions, goals, and strategies to improve and progress the transportation industry. The IAD works to develop and communicate INDOT policies, project impacts, and funding opportunities to local elected officials and their constituents statewide.

In addition to the noted role in government affairs, the IAD provides excellent customer service and responsive communication to elected officials, stakeholder contacts, and constituents. The IAD must be able to work efficiently on customer service matters with other agency personnel. The IAD also assists with talking points, communications, and fact-finding for various agency engagements. The IAD reports directly to the Deputy Chief of Staff.

Essential Duties/Responsibilities:

- Develops and coordinates governmental affairs with local elected officials, stakeholder groups, and within INDOT, including but not limited to advocating for the agency in various capacities, monitoring relevant elections, and communicating INDOT policies, programs, collaboration opportunities.
- Responsible for building effective and positive relationships with local elected officials.
- Serves as liaison between INDOT and local elected officials related to customer service or constituent projects or complaints; coordinates across the agency to provide excellent customer service to elected officials; ability to work with customers to assess needs, provide assistance, resolve problems, and satisfy expectations.
- Monitor local legislative activity that may impact the agency.
- Report elected official communications and outreach activity on a regular cadence to executive staff.
- Executive level networking and tracking of contacts and relationships.
- Performs other related duties as required.

Job Requirements:

- Bachelor’s degree in political science, public policy, communications, business, public administration, or the equivalent, preferred.
- Experience in government affairs such as: federal, state, and/or local governments.
- Knowledge and understanding of local politics and elections.
- Outstanding interpersonal skills, able to build relationships, establish credibility, and influence leaders at all levels.
- Strong organizational skills, detail-oriented, and driven for accuracy.
- Effective at public speaking and moderating large groups.
- Ability to make well-informed and objective decisions with perception of the impact and implications of those decisions.

- Capability to analyze and summarize agency initiatives and key issues.
- Prompt and thoughtful in managing changes, while minimizing the impact of changes to the quality of service.

Difficulty of Work:

The work is broad in scope, requiring a strong ability to manage time and adequately prioritize tasks. The IAD deals with work involving a variety of complex program elements, which require critical and analytical abilities. The IAD develops and reviews strategies to communicate and integrate local coordination into programs and project planning. The IAD's work is diversified and involves interpretation of broad policies and guidelines for various program execution. A high level of interpersonal skills is required to develop and maintain relationships with public officials, stakeholders, INDOT management, and other state executives. The IAD must be able to react to variables ensuring proper response in accordance with assigned responsibilities and as a direct representative of the agency.

Responsibility:

The IAD is responsible for developing and maintaining positive relationships with local elected officials and is accountable for the development and coordination of a variety of programs, initiatives, and programs. The IAD is responsible for organizing all local elected official work of the Government Affairs division, setting priorities, determining resource requirements, and establishing short or long-term goals and strategies to achieve them.

Personal Work Relationships:

Internal, statewide contacts such as directors, managers, supervisors, high-ranking officials, and public information officers are for the purpose of planning, directing, managing, gathering information, problem solving, team building, influencing, motivating, presenting and implementation of programs. External contacts such as the public, consultants, contractors, and government officials are for the purpose of providing information, gathering information, networking and routine problem solving required to carry out a program, policy, or project and fulfill the mission of the Indiana Department of Transportation.

The IAD should inspire, persuade, engage and speak strategically about complex policy, planning, and development issues, making informed decisions and managing conflict well.

Physical Effort:

None greater than normal

Working Conditions:

Hybrid