



Government Relations Manager Job Description

JOB INFORMATION

Job Code:	129180
Job Title:	Government Relations Manager
FLSA Status:	Exempt
Supervisory:	May oversee staff, students, volunteers, agencies and/or resource employees.
Job Family:	Government Relations
Job Family Group:	USC Job Families
Management Level:	5 Manager

JOB SUMMARY

Responsible for developing and implementing comprehensive strategies to advance the university's policy-related mission and goals. Monitors, tracks, and summarizes relevant policy and regulatory changes; provides updates to university leadership, and, on behalf of the university, serves as lobbyist for assigned area of responsibility at the local, state, and federal levels.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	in governmental relations and policy.
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated leadership skills and experience, able to establish strong relationships with government officials and agencies.
X		Experience with public policies and regulatory issues in Los Angeles, the Southern California region, and statewide.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to lead with influence, expertise, and advocacy with key internal/external stakeholders.
X		Demonstrated interpersonal skills for collaborating across multiple departments, building consensus strategies and implementing plans.
X		Exemplary oral and written communication skills, exercising diplomacy, tact, discretion and confidentiality while interacting with diverse communities of colleagues.
X		Ability to compile and summarize information in succinct, understandable reports and formats.
X		Demonstrated project management, organizational and critical thinking skills, able to adjust to changing demands and pressing issues.

Other Job Factors

- May require work, and travel, on weekends, evenings and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts in-depth research and analysis of complex policy, budgetary, and regulatory matters affecting the assigned department. Shares findings with university leadership, providing insights on potential policy, operational, and financial implications.				
Tracks and summarizes legislation and policies related to the university's policy issue areas. Prepares regular policy briefings and communications for internal and external partners, keeping them informed of relevant developments.				
Develops and maintains strong relationships with policymakers at both the state and federal levels. Creates effective partnerships with external stakeholders to advance the institution's academic, medical, or research goals as assigned. Collaborates with subject-matter experts and leadership to assess the impact of policy proposals and develop solutions for various higher education issues.				
Serves as lobbyist on behalf of the department to advocate for relevant areas impacting the university. Designs, manages, and executes advocacy campaigns in collaboration with internal and external partners. Utilizes policy analysis, strategic communications, and partnerships to promote the department's policy agenda and support department and university goals.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.