DIRECTOR OF EXTERNAL AFFAIRS

DEFINITION:

Under general supervision, supports the County Mayor in the execution of key priorities and oversees coordination of external affairs, special initiatives, executive scheduling and strategic events for the Hamilton County Mayor's Office.

Provides direct supervision and day-to-day management of the Mayor's Office administrative staff, including setting priorities, coordinating the workload, and ensuring effective administrative support for the Mayor and Mayor's Office.

The Director works across the Mayor's Office, County departments and external partners to coordinate projects, track priorities and ensure effective follow-through. This position also serves as a key representative of the County Mayor, maintaining relationships with community leaders, government partners, boards, and other stakeholders throughout Hamilton County.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, physical requirements, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.

This is a Fair Labor Standards Act Defined Exempt Position - Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. The employee in this position is paid a salary rather than an hourly wage for this position. FLSA does not limit the amount of work time an employer may require or expect from any exempt employee, on any schedule. Hamilton County Government expects an employee in this position to complete the work assigned regardless the number of hours involved in completing the tasks assigned.

TASKS:

Executive Scheduling & Schedule Management

- Coordinates and manages the County Mayor's schedule and helps strategically prioritize the Mayor's time.
- Reviews and prioritizes meeting requests, appointments, events and external engagements based on Mayor's Office priorities.
- Maintains a proactive follow-up system to ensure commitments, meeting outcomes and action items are communicated and addressed.

External Affairs

- Serves as a key representative of the County Mayor and Mayor's Office with community leaders, businesses, nonprofit organizations, government partners and other external stakeholders.
- Attends meetings, events and community gatherings on behalf of the Mayor, including evenings and weekends when necessary. Communicates relevant information between the Mayor, Mayor's Office staff, County departments and external partners to advance County priorities.
- Develops and maintains relationships with external organizations and identifies opportunities for partnerships and collaboration.

Special Projects & Mayoral Initiatives

- Coordinates special projects and initiatives of the County Mayor from planning through execution.
- Works with internal and external partners to establish timelines, coordinate logistics, track deliverables and address issues that could delay implementation.
- Prepares and coordinates internal and public-facing materials related to major initiatives as needed.
- Oversees planning of events hosted by the County Mayor's Office including annual budget presentations, legislative delegation events and other strategic gatherings.

Director of External Affairs – continued

Board & Commission Appointments

Oversees the County Mayor's board and commission appointment process, including:

- Coordinating with outside boards, utility district boards, joint city/County boards and state-approved boards.
- Tracking appointments, reappointments, vacancies and expiring terms.
- Identifying and coordinating prospective appointees.
- Preparing and submitting nominations requiring County Commission approval.
- Maintaining accurate records of appointments, board membership and terms.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Knowledge of Hamilton County Government policies, procedures and operations.
Knowledge of office management and organizational practices.
Knowledge of government, community and public relations practices.
Skill in project management and coordinating multiple priorities simultaneously.
Skill in establishing and maintaining effective working relationships with elected officials, County employees, community leaders and external partners.
Skill in verbal and written communication.
Skill in preparing reports, presentations and other executive-level materials.
Skill in organizing, prioritizing and tracking multiple projects and assignments.
Skill in problem solving and identifying solutions to operational challenges.
Skill and proficiency in Microsoft Office Suite, including Excel, Outlook, PowerPoint and Word.
Ability to exercise sound judgment and discretion.
Ability to work independently and take initiative.
Ability to work effectively across departments and organizations.
Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Business Administration, Public Administration, or a related field with a minimum of five (5) years of direct work experience in business management or public administration. Must possess a valid driver's license.

OR

An Associate's Degree in Business Administration, Public Administration, or a related field with a minimum of seven (7) years of direct work experience in business management or public administration. Must possess a valid driver's license.

OR

A high school diploma with a minimum of nine (9) years of direct work experience in business management or public administration. Must possess a valid driver's license.

ADDITIONAL REQUIREMENTS:

Prior to operating a County-owned vehicle, all employees are required to complete the HC Defensive Driving course and/or or an Emergency Vehicle Operations Course (EVOC) provided at the department level.

Work outside normal business hours may be required to attend meetings, conferences, and events.

Work requires ongoing public relations and community contact.

PHYSICAL REQUIREMENTS:

Director of External Affairs – continued

Work requires long periods of attention to detail, extensive computer keyboarding, and occasional lifting, bending, kneeling, stooping or crawling to transport, set up, and tear down event materials, and décor. Work requires extensive communication with the public and other departments.

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

All positions within Hamilton County Government are considered work **in-person** and require regular and punctual attendance.

All positions within Hamilton County Government may require work on Holidays or weekends. Additionally, irregular hours and shift work may be required, including possible extension of shift hours, at times with short notice.

AN EQUAL OPPORTUNITY EMPLOYER
Hamilton County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Hamilton County's Equal Employment Opportunity Plan (EEOP) & Utilization Report is available on the County's Equal Employment Opportunity (EEO) Office home page.
https://www.hamiltontn.gov/Department_EqualEmploymentOpportunityOffice.aspx

Prepared by: CM
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