

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: STOFCADMF24N

Civil Service Class and Level: STATE OFFICE ADMINISTRATOR

Working Title (What the agency calls the position): Director of External Affairs

Name and Position Code Description of Direct Supervisor: KLONT, TIMOTHY D; STATE BUREAU ADMINISTRATOR

Department/Agency: LEO-MSHDA

Bureau (Institution, Board, or Commission):

Division: External Affairs

Section:

Unit:

Work Location (City and Address)/Hours of Work: 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: This position functions as the Director of External Affairs. The incumbent is responsible for providing direction and support to the Communications Office and the Office of Market Research, and for the Authority's legislative strategy and activities.

The incumbent is charged with developing and sustaining effective working relationships with local, state, and federal elected officials, media professionals, and stakeholders in the housing ecosystem. Lastly, the incumbent serves as an advisor, thought partner, and strategist to the Authority's executive leadership.

Assigned duties and tasks for each duty.

Duty 1: Provide direction and support to teams and colleagues charged with communications and media relations, market research and analysis, and legislative strategy.

- Work with staff to develop annual action plans for communications and media relations, market research and analysis, and legislative strategy.
- Develop, cultivate, and sustain relationships with elected and appointed officials, media professionals, and stakeholders in the housing ecosystem to assure linkages with MSHDA programs and goals.
- Ensure MSHDA's communication strategy, research agenda, and legislative strategy are connected, supportive, and reflective of the Authority's priorities and the ever-changing environment.

Duty 2: Serve as an agency liaison and ensure agency representation and messaging are aligned with strategic goals.

- Evaluate and track invitations for agency representation at external events.
- Ensure agency representatives are trained, prepared with situational awareness, and furnished with talking points.
- Identify and invite appropriate elected officials and other stakeholders to participate in external events.
- Provide guidance to external stakeholders seeking information about state housing programs or policy objectives.
- Assist external stakeholders with navigating the agency and making connections with appropriate staff.

Duty 3: Serve as an advisor, thought partner, and strategist as it relates to external affairs.

- Participate in, and contribute to, executive leadership meetings.
- Lead regularly scheduled legislative strategy meetings; delegate tasks and ensure completion.
- Staff (accompany) executive leadership at high profile events.
- Consistently look for opportunities to position the agency as a trusted partner and industry leader.

Duty 4: Perform managerial and administrative responsibilities.

- Select, develop, and support staff.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of teams.
- Evaluate employee performance through the review of completed work assignments and techniques.
- Identify and support professional development needs.
- Advise and support staff in the resolution of difficult or sensitive situations and monitor actions and responses.
- Work with staff to develop goals and metrics.
- Develop and monitor a divisional budget.

Types of decisions made independently and whom or what those decisions affect: Utilization of staff and prioritization of work to assure work is accomplished, customers' needs are met, and trust is maintained. Staff, stakeholders, and the public may be affected by these decisions.

Types of decisions that require the supervisor's review: Major changes in policy which impact additional allocation of resources and/or staff. Decisions that have the potential to have major political or controversial impact. Determining communications strategies for the organization as well as for specific programs and initiatives.

Physical effort used to perform this job and environmental conditions of this position: Work is primarily sedentary in a standard office environment with minimal physical effort, involving computer use, meetings, occasional walking, and infrequent light lifting of office equipment. No regular exposure to hazardous conditions or strenuous activity.

Names and classes and levels of employees whom this position immediately supervises:

ALLEN, DAVID J	STATE ADMINISTRATIVE MANAGER-1 15
BACH, KATHLEEN M	STATE ADMINISTRATIVE MANAGER-1 15
VACANT	DEPARTMENTAL TECHNICIAN-A
BACH, KATHLEEN M	STATE ADMINISTRATIVE MANAGER-1 15
ALLEN, DAVID J	STATE ADMINISTRATIVE MANAGER-1 15
VACANT	STUDENT ASSISTANT-E

The essential functions of this position: This position functions as the Director of External Affairs. The incumbent is responsible for providing direction and support to the Communications Office and the Office of Market Research, and for the Authority's legislative strategy and activities

The function of the position's work area and how it fits into that function: The function of the External Affairs Division is to inform the agency's investments and programming through data and research, ensure messaging is consistent with the agency's mission and goals, and to cultivate relationships with legislators, elected officials, and other policymakers. This position directs the work of the division.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Office Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Office Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of the legislative processes and associated protocols.

Knowledge of relationships that could affect the operations of the agency.

Experience with identifying and mitigating reputational risk and with crisis communications.

Ability to establish and maintain effective relationships.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A