



**Williamson County Association of REALTORS®**

**JOB TITLE:** Government Affairs Director  
**DEPARTMENT:** Government Affairs  
**REPORTS TO:** Chief Executive Officer  
**FLSA STATUS:** Exempt  
**DATE PREPARED:** Updated 1/18/2019  
**DATE REVISED:** NA

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The Government Affairs Director supports the WCAR's goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of WCAR's team, performance includes demonstration of the following accountabilities: communication, teamwork, job knowledge and leadership.

**POSITION SUMMARY**

The Government Affairs Director monitors legislation at all levels of government and communicates the information to the membership. The GAD acts as one of the liaisons of the Government Affairs Committee and as the designated WCAR staff for RPAC contributions, fundraising and communication. Position also supports other committees in the community as designated by CEO.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

- Establish contact with elected officials, government departments and agencies responsible for policies and programs relating to real estate.
- Monitor legislative and regulatory activities affecting the industry.
- Coordinates the development of a response to these legislative and regulatory actions.
- Issues calls-to-action.
- Manages the RPAC fundraising campaign.
- Manages the public office candidate interview process.
- Writes articles regarding public affairs for WCAR publications.
- Coordinates the development and maintenance of the website under the direction of the CEO.
- Provides membership with monthly updates on government affairs issues.
- Coordinates meetings with officials for membership and CEO and works with speakers to schedule them for membership events.
- Provides staff support to the Governmental Affairs Committee and RPAC Committee.
- Able to react to change productively and handle all other duties/essential tasks as assigned by the CEO.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in related fields of business, government affairs, political science and at least 3 years working in advocacy at the local, state or federal levels.

**OTHER SKILLS**

Strong interpersonal skills; ability to communicate effectively with a diverse range of individuals; problem-solving skills; good judgment; ability to handle multiple tasks simultaneously; computer literate with working knowledge of Word and Excel; highly developed organizational, planning and oral and written communication skills; ability to work effectively with others. Must be able to draft reports and provide presentations on current political environment as requested.

**WORK ENVIRONMENT**

Position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Position requires irregular work hours as necessary to stay informed on political issues for the membership.