



LEGISLATIVE OFFICER

City Manager's Office

Annual Salary:
\$105,276 - \$129,420 DOQ

Irving, Texas



Are you a strategic communicator and policy expert who can advocate for city priorities across all levels of government? If so, apply to be Irving's next Legislative Officer!

We're looking for an exceptional relationship builder and persuasive communicator who is:

- Experienced in legislative advocacy and coalition-building
- Skilled at navigating complex policy landscapes
- Politically astute with a strong sense of strategic timing

Irving – where the dynamic energy of economic progress meets the charm of community – read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Irving, Texas is a vibrant and diverse city located in the heart of the Dallas-Fort Worth metroplex. With a population of over 264,000, Irving is a regional economic powerhouse and global business hub, home to more than 8,500 businesses and 11 Fortune 1000 headquarters.

Ideally situated between DFW International and Dallas Love Field airports, Irving combines easy access with world-class amenities. Its rich cultural scene includes the Irving Arts Center, the Toyota Music Factory, and a wide array of festivals, events, and outdoor attractions.

From its 80+ parks to its 13-mile Champion Trail and golf courses, Irving offers residents and visitors alike a high quality of life. Families are served by excellent public and private schools and have access to top-tier higher education institutions nearby.

Historically a key player in the growth of North Texas, Irving today is a modern city with strong infrastructure, a thriving commercial base, and inclusive, future-focused leadership.

About Irving



Tourism



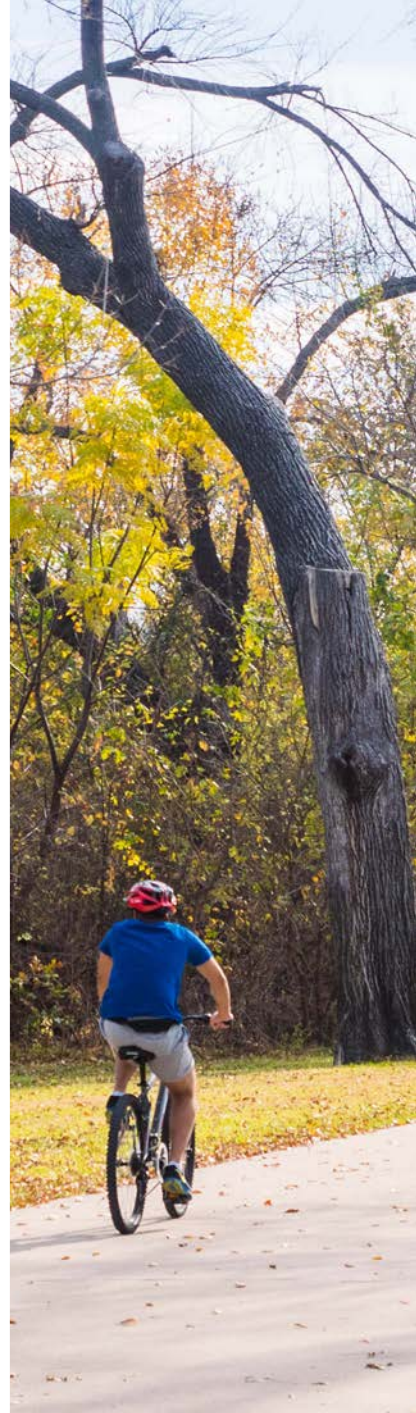
POPULATION
264,546



MEDIAN HOUSEHOLD INCOME
\$79,641



MEDIAN HOME VALUE
\$287,300
AVERAGE MONTHLY RENT
\$1,517



GOVERNANCE & ORGANIZATION

Irving operates under a council-manager form of government. The Mayor and eight council members serve staggered three-year terms; two members and the mayor are elected at-large, while the others represent single-member districts. The mayor and city council appoint a professional city manager to oversee the organization's day-to-day operations. The City provides a full range of services including Police, Fire, and Emergency Services, Public Works, Parks and Recreation, Municipal Court and Library Services.



MISSION:

Deliver exceptional services and promote a high quality of life for residents, visitors, and businesses.



VISION:

Irving will be the model for safe and beautiful neighborhoods, a vibrant economy, and exceptional recreational, cultural, and educational opportunities.



THE JOB

Reporting to the City Manager, the Legislative Officer will:

- Advance Irving's legislative agenda across federal, state, and regional platforms
- Develop and execute strategic advocacy plans
- Coordinate with key stakeholders, lobbyists, and external agencies
- Track legislation and provide briefings to City leadership
- Represent Irving in coalitions and legislative hearings
- Facilitate high-level meetings, craft position statements, and ensure city leaders are well-informed and engaged
- Travel frequently, especially to Austin during the legislative session, to represent the City's interests and engage directly with policymakers

This position plays a critical role in protecting and promoting the city's interests in policy and funding decisions.

CITY MANAGER'S OFFICE

- EXECUTIVE LEADERSHIP
- STRATEGIC SERVICES
- LEGISLATIVE AFFAIRS

CITY ORGANIZATION QUICKFACTS



CITY EMPLOYEES

2,561



FY 24-25 GENERAL BUDGET

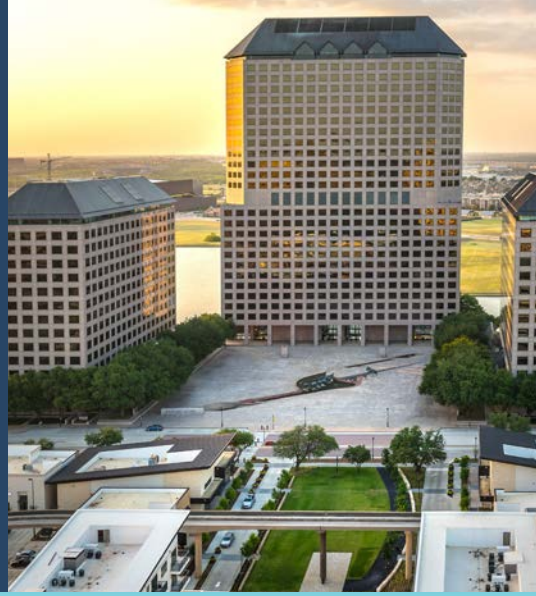
\$925
MILLION

2025 KEY PROJECTS

- EXECUTION OF CITY COUNCIL'S LEGISLATIVE PRIORITIES
- COORDINATION OF FEDERAL AND STATE FUNDING STRATEGIES
- DEVELOPMENT OF REGIONAL COALITIONS AND STRATEGIC PARTNERSHIPS

[Full Job Description](#)





THE IDEAL CANDIDATE

The ideal candidate will have deep experience in legislative affairs and policy advocacy. They will demonstrate:

- Strong interpersonal skills and political acumen
- Ability to develop and lead cross-sector coalitions
- Strategic thinking and policy analysis expertise
- Clear, persuasive communication and professional demeanor in high-stakes environments

This individual must thrive in a fast-paced, evolving political landscape, maintaining strong relationships while promoting the City's strategic interests. A commitment to public service, integrity, and proactive engagement are essential.

EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Public Administration, Political Science, or related field
- Minimum 7 years of related experience
- Valid Texas Class C driver's license

Preferred:

- Advanced degree (e.g., MPA, JD)
- Experience managing contracted lobbyists
- Familiarity with Texas Local Government Code
- Prior work with legislative bodies at multiple levels





SALARY & BENEFITS

Compensation: The City of Irving is offering a competitive salary, with a hiring range of \$105,276 - \$129,420 depending on qualifications.

Health Benefits: Comprehensive medical, dental, and vision coverage

Paid Leave: Generous vacation, holiday, and sick leave policies

Retirement:

- Texas Municipal Retirement System (TMRS): 7% employee contribution, 2:1 city match
- Supplemental retirement plan provided (no Social Security participation)

Additional Perks:

- Tuition reimbursement
- Professional development opportunities
- Access to wellness programs and city recreational facilities

HOW TO APPLY

Apply Here



For more information on this position, contact:

Jay Singleton, Senior Vice President

JaySingleton@GovernmentResource.com | (817) 223-2654

The City of Irving is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.