



NEW:
07/01/2018

| | |
|------------------------|--|
| JOB TITLE: | EXECUTIVE ADMINISTRATOR GOVERNMENT AND COMMUNITY RELATIONS |
| DIVISION | CHIEF OF STAFF |
| SALARY SCHEDULE/GRADE: | II, GRADE 14 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8610 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---------------------------|
|---------------------------|

Coordinates legislative efforts by working with state, local, and federal governments as well as community groups. Meets legislative goals by creating policy proposals and working with government agencies and citizens. Performs research and manages internal and external committee work on policies and joint ventures with the community and other partners.

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
|--|

Conducts policy research and monitors legislation that affects the district or education priorities and communicates the information to stakeholders both within and outside of the district

Works closely with communications team to craft messages for stakeholders and community groups around issues or priorities concerning government partners

Tracks government work and decisions that could affect the district and proactively researches policies to see what changes could be advantageous and what trends might negatively impact the district

Works with government officials, including senators, house members, council members, advocacy groups and citizens to convey legislative and policy goals

Works with local government officials including the mayor's office, Metro Council representatives, smaller city mayors, etc. to represent the district and its priorities

Represents the districts at events such as industry forums, community councils, etc. and is a representative for the district to share goals and priorities

Coordinates efforts for input from the community and other stakeholders in regards to policies and procedures

Identifies recurring obstacles to success through the study of common causes of problems and critical attributes and works with appropriate internal and external partners to address

Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures

Performs other duties as assigned by supervisor

| PHYSICAL DEMANDS |
|------------------|
|------------------|

| MINIMUM QUALIFICATIONS |
|------------------------|
|------------------------|

Bachelor's Degree in Communications, Political Science, Public Relations or other applicable field

Three (3) years related work experience

Experience in the public sector

Understanding of the legislative process

Effective communication skills

| DESIRABLE QUALIFICATIONS |
|--|
| Excellent public speaking skills |
| Experience in implementing policies and procedures |