



REVISED: 07/01/2019
Submitted: 06/11/2019

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 District 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

Works with community partners to secure grants, donations and other partnership to support the District

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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

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

Three (3) years of 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
Experience in a diverse workplace