



NEW: 07/01/2021
Submitted: 06/22/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR GOVERNMENT AND COMMUNITY RELATIONS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
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
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Effective communication skills

DESIRABLE QUALIFICATIONS

Excellent public speaking skills

Experience in implementing policies and procedures
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Experience in a diverse workplace
