

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Executive Director, Government Relations	<b>REPORTS TO:</b>	Superintendent of Schools
<b>DEPARTMENT:</b>	Office of the Superintendent	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	038
<b>ISSUE DATE:</b>	May 9, 2006		

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**BASIC FUNCTION:**

Represent and serve as the advocate for the District to State legislators on issues, policies and laws affecting the interests and welfare of the District; cultivate and maintain ongoing liaison with State legislators representing the District; conduct joint outreach efforts with other government agencies for the benefit of the District; perform related duties as required.

**REPRESENTATIVE DUTIES:**

Assist in the development and preparation of proposed, pending or existing local, state and federal measures that may affect the District's instructional programs and other educational initiatives. *E*

Solicit input from District executive and administrative staff on legislative matters affecting curriculum, finance, and a variety of complex K-12 education issues. *E*

Provide analyses of proposed legislation to appropriate district staff and assist staff in assessing the potential impact of such legislation. *E*

Develop recommendations on proposed and existing legislation to support the goals and academic reform initiatives of the District. *E*

Assist with the planning and development of strategies for the passage, defeat or amendment of proposed legislation in the interest of the District. *E*

Communicate with and testify before the State Senate and Assembly regarding proposed legislation and its effect on the District. *E*

Meet regularly, and/or as needed with other government officers, staff, and agencies to maintain clear communication with the District. *E*

Prepare periodic reports and special reports as requested by the Superintendent. *E*

Prepare letters to legislators stating the District's position of support, concern or opposition to proposed legislation. *E*

Keep appropriate District staff informed of State Board of Education meetings and agendas as they affect specific District programs and initiatives. *E*

Attend State Board of Education meetings and report to District staff on policy decisions and effects on K-12 districts. *E*

Maintain an ongoing liaison with State Department of Education staff on the development of proposed legislation or policies that may impact the District. *E*

Maintain an ongoing communication with the Superintendent, executive and administrative staff regarding impending trends and concerns affecting K-12 education in the state capitol. *E*

Circulate proposed bills as needed during the legislative session and chaptered bills at the end of the legislative session to executive and administrative staff. *E*

Attend government hearings and provide local and state government entities with the District's viewpoint and perspective on K-12 issues. *E*

Meet regularly with other education lobbyists and educational organizations such as the Association of California School Administrators, Association of Urban California School Districts or the California School Boards Association to discuss and determine areas of common interest and support. *E*

Supervise and evaluate the work of assigned staff. *E*

Perform related duties as required. *E*

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master's degree in political science, public administration, industrial relations, business administration or a closely related field and five years of professional policy analysis or legislative liaison experience, preferably in a California government agency.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Frequent travel.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District goals and objectives.  
Legislative processes and structure of local and state government.  
Educational institutions.  
Principles of organization and management.  
District policies, procedures and organization.  
Principles of policy analysis and development.  
Negotiated contracts with public employee associations.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software

**ABILITY TO:**

Communicate effectively and persuasively with District personnel, community representatives, local, state and federal agencies, government offices and lobbyists, both individually and in groups.  
Research and analyze existing and proposed local, state and federal laws, regulations and legislation and assess the potential impact on the District's instructional, fiscal and operational programs and activities.  
Prepare written reports with recommendations and a variety of other written material such as memoranda, letters and news bulletins.  
Make public presentations before groups and others.  
Develop and maintain effective working relationships with all levels of District administration, employees, employee organization representatives, government officials, the public and individuals and groups of ethnic diversity and socio-economic backgrounds.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Supervise and evaluate the work of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Public meetings and forums.

Frequent out of town travel to the state capitol and to community meetings.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued: 5.09.06

Job Code 1245

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