

SAN DIEGO CITY SCHOOLS

TITLE:	Manager, Legislative Affairs - Sacramento	REPORTS TO:	Director, Government Relations
DEPARTMENT:	Government Relations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	023 AASD
REVISED:	October 28, 2008		

BASIC FUNCTION:

Function as the primary contact for the San Diego Unified School District with members and staff of the California State Legislature in Sacramento, the Department of Education, and education interest groups.

REPRESENTATIVE DUTIES:

Monitor state and relevant Federal legislation. *E*

Establish and maintain effective communications with legislators, legislative staff members, legislative committees, education stakeholder groups, other local, State and Federal agencies, and the California Department of Education. *E*

Participate in meetings with individual legislators, lobbyists, and representatives from state and federal agencies to present the District's position and concerns regarding legislative proposals, etc. *E*

Represent the District at meetings of education-related organizations, agencies, and community groups. *E*

Monitor and track proposed or pending legislation that could affect the District's instructional programs, administration, or fiscal policies. *E*

Prepare analyses of proposed or pending state and federal measures that could affect the District's instructional programs, facilities, administration, or fiscal policies. *E*

Assist in the preparation of materials regarding designated legislative matters to departments of the District affected by legislation. *E*

Analyze legislation and assist in the recommendation of appropriate action to district administrators, the California State Legislature and other public officials and stakeholders. *E*

Contribute to the formulation of a District position on proposed legislation under the direction of the Director, Government Relations. *E*

Prepare statements, data, and reports regarding legislation sponsored by the District. *E*

Assist in efforts to acquire grants from the state and federal levels of government on behalf of the District. *E*

Attend hearings and various other meetings. *E*

Prepare status reports and schedules of upcoming hearings and all other relevant committee meetings. *E*

Provide testimony before legislative bodies on behalf of the District. *E*

Assist district staff in preparing testimony. *E*

Review newspapers and monitor other news media for pertinent information on current legislation and provide press releases to district. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience equivalent to a bachelor's degree and two or more years experience working in an area associated with legislative or Federal policy or budget.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The State and Federal legislative process.

Provisions of Federal and State legislation and administrative regulations, State and Federal accountability programs, and other related educational programs.

California state education laws and regulations related to general education, special education, English language learners, education finance, and governance models.

Trends in national and California education policy and research at the local, state, and national level.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

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.

Maintain a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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: 8.06.08

Job Code 1879

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