

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR III – GOVERNMENT AFFAIRS, PUBLIC POLICY, AND STRATEGIC PLANNING

Reference Code: A379

Division: Community and Government Relations

Classification: Professional-Technical

Terms of Employment: Range 44 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to develop and direct a comprehensive government affairs program including lobbying and outreach to elected officials and agencies at the local, state, and federal level. This position is directly responsible to the Associate Superintendent, Community and Government Relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Represent the District in the Nevada State Legislature (requires living in Carson City for four (4) months every other year).
2. Develop the District's overall legislative agenda and goals.
3. Prepare and present bill drafts on behalf of the Clark County School District.
4. Analyze bill drafts, active legislation, and Nevada Revised Statutes (NRS) for impact on District.
5. Gather information necessary to formulate District positions for/against legislative measures; research, write, and deliver supporting/opposing testimony in legislative hearings.
6. Work with legislators and other elected officials during the session and in the interim to resolve constituent concerns and/or develop legislation.
7. Work with other school districts, the Nevada Department of Education, District employee groups, and others on issues of mutual interest.
8. Organize events that encourage legislators to visit schools and participate in school and District functions.
9. Serve as a point-of-contact with the Legislative Counsel Bureau, the State Board of Education, and the Nevada Department of Education to respond to requests for information, demonstration of compliance, and other requests.
10. Prepare a post-legislative session report that summarizes changes to the NRS, and apprise divisions and departments, as necessary, of changes in statute that will affect District practices and procedures.
11. Represent the District at all State Board of Education meetings and provide testimony, as necessary.
12. Supervise and coordinate activities of the Director of Intergovernmental Relations.
13. Create a grassroots network in Clark County that can be quickly and effectively engaged to assist in lobbying efforts.
14. Facilitate interim studies, as necessary and appropriate.
15. Work effectively with all divisions and departments in the District.
16. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge and understanding of broad community issues.
2. Knowledge and understanding of District policies, regulations, procedures, and standards.
3. Knowledge and understanding of state educational requirements and legal implications.
4. Knowledge and understanding of state legislative process.
5. Ability to work cooperatively with other administrators, licensed personnel, and support staff in schools as well as in other departments in the District.
6. Ability to communicate effectively both orally and in writing.
7. Ability to concisely articulate positions to a variety of audiences.
8. Ability to work diplomatically with diverse constituencies on wide-range of issues.
9. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
10. Availability to live in Carson City five (5) days per week, February through May, in the years the legislature convenes.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university in communications, public relations, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.
2. Professional experience in an educational setting, including administration.
3. Demonstrated experience with state or local government budgets, including performance measures and accountability.
4. Knowledge and experience with multiple sectors of the community, including for-profit, non-profit, government, philanthropic, faith-based, and community-based organizations.

Preferred Qualifications:

1. Site-based experience as a principal in the Clark County School District.
2. Knowledge of and experience with local and state government.
3. Demonstrated successful management supervisory roles.
4. Mastery of written and verbal communication skills.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.