

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR I - INTERGOVERNMENTAL RELATIONS

Reference Code: A730

Division: Community and Government Relations

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to serve in 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 Director III, Government Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Serve as a Clark County School District liaison to all local governmental entities, including the Clark County Commission and the City Councils for Las Vegas, North Las Vegas, Henderson, Boulder City, and Mesquite.
2. Serve as a member of the lobbying team representing the District in the Nevada State Legislature (requires living in Carson City four (4) months every other year).
3. Serve as a District liaison to the Southern Nevada Regional Planning Commission.
4. Ensure coordination with local governments and the District in the implementation of the Open Schools, Open Doors joint use agreement.
5. Assist the District's Real Property Department to gain local governmental approvals necessary for new school construction.
6. Work with local elected officials and members of their staffs to resolve constituent concerns and/or develop legislation.
7. Organize events that encourage local elected officials to visit schools and participate in school and District functions.
8. Assist in the preparation and presentation of bill drafts on behalf of the Clark County School District.
9. Assist in the analysis of legislation for potential impact on the District.
10. Gather information necessary to formulate District positions for/against legislative measures; research, write, and deliver supporting/opposing testimony in legislative hearings.
11. When directed, serve as a point-of-contact with the Legislative Counsel Bureau, the State Board of Education, and the Nevada Department of Education.
12. Assist with development of a post-legislative session report that summarizes changes to Nevada Revised Statutes.
13. Assist with interim studies, as necessary and appropriate.
14. Work effectively with all divisions and departments in the District.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge and understanding of broad community issues.
2. Knowledge and understanding of state educational requirements and legal implications.
3. Knowledge and understanding of District policies, regulations, procedures, and standards.
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 Clark County School District departments.
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 years the legislature convenes.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in political science, communications, English, or 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 corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of experience with local, state, or federal government relations.

Preferred Qualifications:

1. Knowledge of and experience with local and state government.
2. Knowledge of and experience with the Clark County School District.
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.