

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, GOVERNMENT AFFAIRS

**SALARY SCHEDULE: ADMINISTRATIVE - E**

**COST CENTER: COMMUNICATION AND COMMUNITY RELATIONS: (9075)**

**QUALIFICATIONS:**

1. Bachelor's Degree or three (3) years' experience in public policy, business administration, communications, or related field required.
2. Two (2) years full-time experience business administration, government, communications, or a related business field.
3. Project management experience, proven ability to comprehend and disseminate information.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standards of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals. Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values. Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods. Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions. Develops strategies to achieve organizational goals.

**REPORTS TO:**

Chief Communications Officer / Director of Communication

#### JOB GOAL

Serve as an advocate for the district's priorities on behalf of the Superintendent and School Board at the local, state, and federal levels. The Supervisor, Government Affairs, will serve as the district's liaison for legislative work.

**SUPERVISES:**

Policy and Contract Specialist  
Personnel as assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assesses and directs the government affairs program for the district.
- \* (2) Provides information to legislators and other governmental officials regarding the district's strategic priorities for appropriations, legislative, and policy proposals.

## **SUPERVISOR, GOVERNMENT AFFAIRS (continued)**

- \* (3) Manages and evaluates the activities of the contracted lobbyists in order to maximize effectiveness and efficiency of the contract and services.
- \* (4) Provide leadership and guidance in the development of annual goals and objectives.
- \* (5) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivery and evaluation of services.
- \* (6) Develops state and federal legislative platforms through a review and input process including the Superintendent, school board, stakeholder groups, community organizations and contracted lobbyists.
- \* (7) Prepare and/or oversee the preparation of all required reports and maintain auditable records.
- \* (8) Manages the district's policy review and adoption process in coordination with the Superintendent, school board, and attorney.
- \* (9) Develops and implements an ongoing strategy to inform legislators, community leaders, chambers of commerce, stakeholders, and district employees regarding government affairs.
- \* (10) Attends government hearings and meetings to advance the district's legislative agenda.
- \* (11) Strengthens relationships on behalf of the district to accomplish the priorities and strategic goals to support the needs of students, schools, and district.
- \* (12) Assists the Superintendent in planning local, state, and federal meetings.
- \* (13) Interprets and applies local, state, and federal legislation, laws, and requirements to district programs and services.
- \* (14) Provides leadership in the improvement of government affairs strategies employed by district personnel
- \* (15) Serves as the liaison with local chambers of commerce and other community and state organizations on behalf of the Superintendent.
- \* (16) Provides regular updates to the Superintendent concerning pertinent governmental issues and advocacy efforts.
- \* (17) Maintains information flow to and from the district related to current and proposed legislation.
- \* (18) Strengthens relationships on behalf of the district to accomplish the priorities and strategic goals to support the needs of students, schools, and district.
- \* (19) Plans and manages other projects as identified by the Superintendent.
- \* (20) Performs any other duties as assigned.
- \* (21) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SUPERVISOR, GOVERNMENT AFFAIRS (continued)**

\*Essential Performance Responsibilities