

Openings as of 6/28/2018***Legislative Liaison*****JobID: 1894****Position Type:**

Communications

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6/25/2018

Location:

Administration Building

Date Available:

July 2018

Closing Date:

07/09/2018

To Apply: <http://www.friscoisd.org/employment/current-openings>**Job Title:** Legislative Liaison**Reports to:** Chief Communications Officer**Dept/School:** Communications Department**Work Year:** 226 days**Base Salary:** Actual salary will be calculated based on experience.**PRIMARY PURPOSE:**

To plan, organize, and coordinate projects relating to the district's legislative priorities. To engage in relevant research for the purpose of providing timely and accurate legislative content. Cultivate and maintain strong working relationships with other districts, community stakeholders, local and state agencies, and district staff.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree in Communications, Public Relations, Political Science or related field preferred

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills

Demonstrated skills in writing, editing and proofreading

Ability to create and maintain strong working relationships and facilitate discussions with various stakeholders including district personnel, business leaders, student families, and other members of the public

Highly organized with the ability to implement systems and follow-up processes

Ability to effectively work under pressure, use independent judgement, and produce a quality work product within time constraints

Ability to read, interpret, compile, and summarize research reports, legislative position papers, and proposed legislation

Understanding of the operations and functions relevant to state and federal agencies including Texas Education Agency (TEA) and the US Department of Education

Ability to manage numerous projects, provide project leadership, and take a project from inception to completion

Ability to travel up to 20 percent of the time

Demonstrated ability to work well with individuals from a variety of different backgrounds and experiences

Experience:

Minimum of two years of experience in government or community relations

MAJOR RESPONSIBILITIES AND DUTIES:

Develop FISD's recommended proactive legislative agenda and advocacy plans to present to the district's leadership and Board of Trustees. Design integrated strategies to achieve

recommendations.

Oversee outreach by FISD and various memberships to the state legislature, capitol hill and agencies.

Manage legislative tracking process and update key persons on legislative actions.

Ensure FISD has strong, ongoing, bipartisan relations with all members of Congress and the state legislature.

Maintain and cultivate relationships with agencies at the state level.

Implement and coordinate legislative activities to keep community, employees and the Board of Trustees apprised of legislative actions.

Draft and maintain legislative information including talking points, legislative updates, letters to elected officials and updates to relevant areas of the FISD website.

Coordinate activities with allied organizations on legislative and policy initiatives.

Maintain a web presence for government relations and legislative priorities.

Maintain confidentiality of information.

Track priority legislation and make recommendations to Chief Communications Officer about pending policy changes.

Work with faculty and staff to invite elected officials to campuses for interactive opportunities and speaking engagements.

Coordinate and provide support to the Board of Trustee's legislative committee.

Build and maintain strong working relationships with other Texas school districts and with the following organizations: Texas Association of School Boards; Texas Association of School Administrators; Texas Association of School Business Officials; Texas Association of School Personnel Administrators; Texas Public School Relations Association.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Ability to work in a high energy environment handling constant interruptions, timelines, and deadlines. Balance a multitude of projects at once. Keep confidential information private.

Maintain emotional control under stress. Work with frequent interruptions. Respond to a highly diverse community. Driving to and from locations. Occasional shift of work schedule between morning and evening hours. Repetitive hand motions. Extended viewing of computer monitors.

Ability to lift up to 30 pounds in AV equipment.

Application Deadline: July 9, 2018 (4:00 PM CST)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By: *Dr. Pamela Linton*, Chief Human Resources Officer **Date:** 6/25/2018

The Frisco Independent School District is an equal opportunity employer and does not discriminate against applicants or employees because of race, national origin, gender, age, religion, or disability status of otherwise qualified individuals. FISD does not discriminate on the basis of membership or application for membership in the uniformed services.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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