



REQUISITION NUMBER: 8869-1

JOB ANNOUNCEMENT
DIRECTOR OF GOVERNMENTAL RELATIONS
CLOSING DATE: Open Until Filled

JOB DESCRIPTION

Serves as liaison with governmental organizations, and other organizations that impact local, state and federal policy. Also serves as project manager on special assignments from Executive Staff.

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Bachelor's Degree from an accredited four-year college or university
- Two years related experience in governmental/community relations
- Excellent interpersonal skills and the ability to communicate with a variety of employees and patrons
- Strong communication ability, to include strong skills in writing, editing and proof reading
- Ability to convene and facilitate discussions with various stakeholders to include 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 judgment and produce a quality work product within time constraints
- Ability to read, interpret, compile and summarize research reports, legislative positions papers, statistical analyses, proposed legislation and other professional reports
- Understanding of the operations and functions of relevant state and federal agencies to include: Texas Education Agency, Texas Higher Education Coordinating Board, Texas Workforce Commission, U.S. Department of Education, and the U.S. Department of Labor
- Ability to write speeches, memorandums, and articles for publication
- Ability to effectively present information to executive leadership, elected officials, public groups, and/or board of trustees
- Ability to manage numerous projects, provide project leadership and take a project from inception to completion
- Valid Texas Driver's License with driving record that meets the requirements of the District

DUTIES AND RESPONSIBILITIES

1. Represents the District's position on legislation and regulatory issues through correspondence, presentations and personal contacts.
2. Assists the Administration in the preparation and dissemination of position papers addressing educational, legislative and financial issues important to the District.
3. Attends meetings of the State Board of Education, Region 20 Education Service Center, Texas Education Agency, legislative committees and professional organizations to gather and then disseminate information to the district leadership.
4. Provides the District with written reports on the status of pending policy issues, regulatory proposals and legislation.
5. Maintains a web and social media presence for government relations and legislative priorities.
6. Works as liaison with the community in the preparation of a bond program and coordinates all aspects of the bond planning process.
7. Arranges meetings of groups for discussion and dissemination of bond information.
8. Assists the Deputy Superintendent for Business/CFO to coordinate school board and bond program elections.
9. Act as liaison with Bexar County election office.
10. Works with the Office of Communications to disseminate information pertaining to legislative priorities, school board elections and bond programs.
11. Supports all divisions on special projects as assigned.
12. Maintains confidentiality of information.
13. Regularly required to drive personal vehicle in the performance of assigned tasks.
14. Organize events to engage voters.
15. Performs additional duties and accepts other responsibilities as may be assigned.

WORKING CONDITIONS

Mental Demands / Physical Demands / Environmental Demands

Maintain emotional control under stress. Occasional District-wide and State-wide travel; frequent prolonged and irregular hours. Daily attendance and punctuality at work are essential functions of the job.

TERMS OF EMPLOYMENT

SALARY: \$79,814 - \$93,898

PAY GRADE: BN07

WORK DAYS: 226

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

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