

SEPTEMBER 2022
FLSA: EXEMPT
SALARY GRADE: V
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, GOVERNMENT RELATIONS

BASIC FUNCTION: Under the direction of the Executive Director, External Relations and Strategic Communications, the Director, Government Relations is responsible for government relations activities associated with reaching, serving, and engaging external constituencies through advocacy, coalition building, programs, projects, and events on behalf of the District office and its colleges. Key constituencies include local, state, and federal policy makers, government relations officials, college leadership, external stakeholders, and the public.

SUPERVISES/LEADS: Assigned District staff and personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, develops, and implements strategies for government outreach by developing and advocating policy positions and programs through liaisons with elected officials and governmental staff.
2. Handles large, prioritized projects that include government and/or industry advocacy efforts.
3. Quickly and appropriately identifies, addresses, and mitigates unforeseen and/or rapidly unfolding events that may negatively impact relationships between the District/colleges and various constituencies; keeps senior management appropriately advised and notified.
4. Provides senior management of the District/college updates of new and/or developing legislation at the local, state, or federal level affecting funding, programs, and/or services.
5. Leads, directs, supervises, and evaluates assigned staff to ensure a high-performance environment; establishes performance requirements and personal development targets.
6. Monitors and interprets federal, state, major foundations legislations and/or proposed actions and advises senior management of potential impact.
7. Collaborates with the Grants and Sponsored Programs office in ensuring compliance with applicable federal, state and/or local laws, regulations, standards, and guidelines.
8. Maintains in-depth knowledge of the District/college vision, mission, goals, and strategic objectives, issues of concern, and its infrastructure.
9. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Master's degree from an accredited institution in political science, public policy, public administration, public relations, or related field; and four years of experience in governmental relations, or a closely related function.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

1. Planning and resource development for priority programs.
2. Departmental research, strategic planning; analysis and assessment of District programs.
3. District business practices.
4. Federal, state, and local funding agency regulations.
5. District policies and procedures.
6. Methods of successful governmental outreach strategies.
7. Supervisory skills and abilities.
8. Faculty and administrative team building.
9. Respond to pending and proposed legislation.
10. State and federal funding sources.
11. Federal and state legislation processes, including organization procedures and the budget appropriation process.
12. Project management; interpersonal skills using tact, patience, and courtesy.
13. Word processing and spreadsheet software and computer and information processing systems.
14. Proposal development and project management for educational institutions.
15. Oral and written communication skill.

ABILITY TO:

1. Handle large and complex assignments which may include controversial and/or politically sensitive issues or content.
2. Analyze, summarize and/or review data, report findings, interpret results, and/or make appropriate recommendations.
3. Interpret and respond to pending and proposed legislation, including developing and drafting effective position statements and proposed legislation.
4. Provide leadership and direction to administrative personnel in District and college settings for the government relations process.
5. Supply analytical skills of matching extra mural funding resources with strategic plans and priority programs.
6. Establish and maintain effective working relationships with college leadership and external partners.
7. Train staff in the preparation of advocacy material.
8. Perform advanced project management techniques, successful event planning, and implementation.
9. Supervise the work of the staff within the department.
10. Develop and maintain effective relationships with those contacted in the course of work.
11. Compile and verify data and prepare reports.
12. Maintain current knowledge of technological advances in the field.

CONTACTS: Co-workers; assigned staff; Deans; Vice Presidents; Presidents; Vice Chancellors; Chancellor; District Business office; federal, state, and county agency Program Officers; and community organizations.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community. The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.