



Position Description

Position: Protocol & Governmental Relations Supervisor	Position Number: 101301
Department/Site: External Relations	FLSA: Exempt
Evaluated by: Executive Director of Development and External Relations	Salary Range: 15

Summary

Under the general direction of the executive director of development and external relations, the protocol and government relations supervisor plans, develops, directs and implements all aspects of the District's government relations to secure favorable legislative provisions, rules and funding. Serve as the District's contact and liaison to elected officials, community college trustees, community agencies, business and chamber of commerce leaders. Within the scope of protocol, coordinate external relations efforts and special projects for board of trustees, president and executive director of development/external relations.

Essential Duties and Responsibilities

- Analyze report on, and respond to local, state and federal legislation affecting Citrus College and community college education.
- Compose correspondence to legislators and other officials advocating policy positions on behalf of the president and board of trustees.
- Analyze pending legislation and policy issues, such as the community college constitutional amendment, strategic plan, master plan, SB 6 and SB 930, and prepare written analysis.
- Prepare *Board Highlights* for each board of trustees meeting.
- Write trustee communications, including testimony before the legislation, guest columns, reports to the community on bond projects, annual report cover letters, and other trustee communications.
- Work with the executive director of development and external relations to coordinate special projects and events and develop protocols for procedures and communications.
- Plan and oversee special events related to government relations, such as Legislator's Education Summit, the Gold Line events and campus visits by legislators and state officials.
- Arrange and plan lobbying efforts on behalf of the president and board of trustees.
- Establish and maintain relationships with community college organizations and area community colleges to address common concerns.
- Act as the district representative to Gold Line committees, meetings and events.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of the state education code, the legislative process, and the groups advocating on behalf of community colleges.
- Thorough knowledge of policies, goals and objectives of the District and board of trustees.
- Knowledge of community college education in California.



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- Knowledge of protocol appropriate for contracts with elected officials, trustees, community agencies, business and chambers of commerce.
- Knowledge of research methodology.
- Interpersonal skills necessary to relate to state and national legislators and their staff.
- Perform all of the relevant duties of the position with only general direction.
- Advocate on behalf of community college education.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Effectively use a personal computer and a variety of job-related software applications.
- Analyze complex legislative concepts.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a bachelor's degree. Five years of increasingly responsible experience in community college education, two years of experience in government relations. Experience in writing and analyzing legislation. Master's degree is preferred.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.