



POSITION DESCRIPTION

Protocol, Government and Community Relations Supervisor

Position Protocol, Government and Community Relations Supervisor
Department/Site Superintendent/President
FLSA Exempt
Evaluated by Superintendent/President
Salary Range 15

Summary

Under the general direction of the Superintendent/President, the Protocol and Government Relations Supervisor plans, develops, directs, and implements all aspects of the District's governmental and community relations.

Serves as the District's contact and liaison to elected officials, community college trustees, community agencies, businesses, and chambers of commerce leaders. Within the scope of protocol, coordinates external relations efforts and special projects, events, correspondence and publications for Board of Trustees and the Superintendent/President.

Essential Duties and Responsibilities

- Composes and/or prepares letters, reports, guest columns, presentations and speeches.
- Develops and implements outreach events, workshops and publications for both the internal and external college community.
- Reviews and makes necessary edits/revisions on correspondence, publications, campus messages, and reports.
- Analyzes, reports on, and responds to local, state, and federal legislation affecting Citrus College and community college education.
- Analyzes pending legislation and policy issues and prepares written analyses.
- Prepares *Board Highlights* for each Board of Trustees meeting.
- Works with the Superintendent/President to, oversee and coordinate special projects and events and develop protocols for procedures and communications.
- Plans and oversees special events related to governmental and external relations, such as education forums, college and/or community events and campus visits by legislators and state officials.
- Arranges and plans lobbying efforts on behalf of the Board of Trustees and the Superintendent/President.
- Establishes and maintains relationships with community college organizations and area community colleges to address common concerns.
- Acts as the Superintendent/President representative or District representative to college and/or external committees, meetings and events.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.



POSITION DESCRIPTION

Protocol, Government and Community Relations Supervisor

Knowledge, Skills and Abilities

- Superior ability to create, compose and edit written material.
- Superior organizational and planning skills.
- Superior verbal and presentation skills.
- Thorough knowledge of policies, goals and objectives of the District and Board of Trustees.
- Knowledge of community college education in California.
- Knowledge of protocol appropriate for contacts 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.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree, and three years of experience working in higher education in the area of protocol, governmental and/or community/external relations.

Licenses and Certificates

- Requires a valid driver's license.