

POSITION DESCRIPTION DIRECTOR, GOVERNMENTAL RELATIONS

The Director of Governmental Relations leads the Community College League of California's government relations team and reports directly to the President & CEO. The Governmental Relations Director is responsible for planning, implementing and coordinating the League's budget priorities, statewide advocacy efforts, and federal policy agenda.

Education/Background Requirements

1. **Education:** Bachelor's degree. Master's preferred.
2. **Relevant Experience:** At least three years of experience with the legislative process and public education, preferably representing community colleges.
3. **Knowledge, Skills and Abilities:** Proficient writing, research, analytical and speaking skills; ability to work well with others; advanced working knowledge of the legislative process and lobbying.

Position Responsibilities

1. **Policy Formulation:** Conversant with and receptive to the needs of the locally elected community college boards of trustees and their chief executive officers. Capacity to provide strategic counsel and to recommend well-reasoned and researched policies and positions on legislative matters. Takes initiative and demonstrates leadership in these areas, participates in the deliberative processes and has specific recommendations on which the President/CEO, committees and boards of the League can act.
2. **Planning:** Has involvement in long-range planning of the association.
3. **Decision Authority:** Does not have authority to commit funds of the association beyond day-to-day expenses incurred in the conduct of responsibilities. Is expected, within established policy, to make appropriate decisions inherent in the day-to-day conduct of the legislative program. All correspondence and requests for association action will be discussed with the President/CEO.
4. **Budgetary Responsibilities:** Has limited financial responsibility for development of the association's proposed budget or its administration. Is responsible for monitoring unit expenditures and communicating resource needs.

Position Relationships

1. **Membership:** Interacts with association members through occasional local board meetings, participation at conferences, and telephone conversations.
2. **League Boards:** Provides direction and support to the Advisory Committee on Legislation and meets with the boards of the League on matters related to legislation.
3. **Government:** Is heavily involved with all branches of state government.
4. **Public:** Has limited involvement with the public other than to advise occasionally media representatives of association positions.
5. **Other Organizations:** Works frequently and closely with other lobbyists of similar organizations and attends meetings of other organizations' legislative committees.

6. **Association Staff:** Meets with the President/CEO and works closely with staff on reports, meeting agendas, mailings and outreach to membership.

Position Duties

1. Assure the review, research, and preparation of analysis of budget and legislative issues affecting community colleges.
2. Monitor long-term fiscal trends and developments affecting the fiscal condition and budgetary outlook of community college districts.
3. Develop fiscal policy agenda items and reports for the CCCT and CEOCCC boards.
4. Oversee the development of supporting materials for the agendas of the Advisory Committee on Legislation and legislative materials for the CCCT and CEOCCC boards.
5. Draft proposed legislation and amendments to legislation and seek appropriate authors.
6. Contact individual legislators, legislative staff members and executive branch representatives in order to explain CEOCCC and CCCT legislative positions and concerns.
7. Attend committee meetings of the Legislature and testify regarding proposed budget and legislative measures.
8. Generally, follow the progress of legislation and maintain an understanding of the political climate of the Legislature and executive branch.
9. Prepare the communications provided to local district personnel and district membership.
10. Respond to legislative questions and concerns from local trustees and administrators.
11. Attend local community college board meetings to explain CCCT and CEOCCC budget and legislative positions and concerns.
12. Attend meetings with representatives of the various community college associations to discuss and develop legislative positions and advocacy strategies.
13. Coordinates the development and execution of the legislative conference program, including arranging participation of legislative conference speakers, panelists and moderators.

Other Characteristics

1. **Supervisory Responsibilities:** Supervises the government relations unit, including the Legislative Advocate, Member Resources Associate, and Legislative Assistant. Works closely with the Marketing and Communications Manager and the Board staff.
2. **Supervision Received:** Receives direction from the President and CEO of the League.
3. **Physical Requirements:** Ability to lift and move boxes of weight not exceeding 25 pounds.

This description covers the most significant, essential and auxiliary duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Compensation

A competitive salary is offered based on candidates' background and experience. Benefits include a generous package with medical, dental, and PERS.

How to Apply

Submit a letter of interest, resume, cover letter, and three references to jobs@ccleague.org

Deadline to Apply: Monday, Feb. 24, 2020

Anticipated start date: Monday, April 6, 2020