

# Job Description

Position Title: Community and Government Relations Director

Job Family: Marketing & Communications

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Community and Government Relations Director will foster strong working relationships between the College and state, local, and federal policymakers, community leaders, non-profits, and the wider community at large. The Community and Government Relations Director will play a key role in establishing and executing strategies for policy and legislative advocacy to advance the interests of the College and will serve as one of the College's registered lobbyists. The Community and Government Relations Director works to enhance the College's standing and involvement in the community, while protecting and promoting the College's interests.

The work schedule for this position is flexible and will include working evenings and weekends and local travel.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Monitors state, local, and federal government activities and related filings, and assesses potential outcomes and benefits/risks to the organization
2. Works with the Executive Director to evaluate proposed legislation and regulation that potentially affects the College, and advise College administration and leadership
3. Proposes and executes on opportunities to influence state and local legislation and associated regulations to benefit the College
4. Draft legislation, when appropriate, and/or amendments for introduction in the Arizona Legislature and the U.S. Congress
5. Promotes the College's Mission when interacting with all levels of government and the community
6. Serves as a resource and subject-matter-expert to College administration, other College departments, the Board of Governors, and external constituents regarding complex issues or public policies that might impact College operations
7. Nurtures collaborative partnerships with community organizations who can enhance the College's Mission, particularly those who support student success; promote open college access to all; expand and support diversity, equity, and inclusion; and respond to the educational needs of the community
8. Identifies and implements strategic projects and partnerships that will further the success of the College, and that will strengthen the visibility and presence of the College through outreach and collaboration, especially with underserved populations and the business community
9. Regularly attends meetings of community groups, chambers of commerce, city councils, the Pima County Boards of Supervisors, and other key associations and partners. Regularly represents the college at external partner events

10. Conceptualizes, manages, organizes, and supports college-wide and campus-based events, meetings, and other College activities to promote the college, whenever possible coordinating with campus and district departments
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of business management and fiscal practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of project management principles
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management
9. Skill in effective communication (both written and oral)
10. Skill in independent decision making
11. Skill in people leadership and supervision
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Skill in program development and process improvement
15. Skill in public speaking
16. Ability to adapt and maintain professional composure in emergent and crisis situations
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Position allows for impacting the guidelines that determine how the College operates.
- Student Success: Position allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Position provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Institutional Infrastructure: Position allows for taking part in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Political Science, Government, Law, Economics, Business, Finance, or a closely related field of study required.
  - Master's degree in Political Science, Government, Law, Economics, Business, Finance, or a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience required.
  - More than eight (8) years of related experience preferred.
  - Three (3+) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Works evenings and weekends
- Current Arizona Driver's License Required