

# Job Description

Position Title: Executive Director of Community & Government Relations

Job Group: Executive Administration

Job Level Group: Executive Director/Dean

FLSA Status: Exempt

## Position Summary:

The Executive Director of Community & Government Relations provides strategic oversight to the college's functions of media relations, community relations, and government relations. Serves as the primary college spokesperson and public information officer. Develops strategies that advance the College's mission and goals with local, regional, state, and federal elected officials. Influences, engages, and builds mutually beneficial relationships with the College's key external constituencies, such as community members, nonprofit organizations, opinion leaders, businesses, and public officials.

## 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. Manage and direct the activities of the department
2. Monitor and evaluate legislative and regulatory challenges to the college; apprise Senior Leadership of pertinent legislative issues, external factors, and policy proposals and actions that could impact the College.
3. Develop strategies to put forward interests of the College and counter external policy threats.
4. With the Chancellor, serve as a key representative for the College at legislative sessions, before State and local bodies, Congress and Federal agencies in support of institutional goals and objectives, including advocating for increased operations funding for the College, and grant funding.
5. Supervise both a state and a federal contract lobbyist to further the College's agenda.
6. Oversee budgeting, accounting and financial reporting activities for assigned department.
7. Work in collaboration with the Chancellor and PCC leadership to develop and implement a state and federal legislative agenda, and local community strategies to broaden the positive reputation of the college.
8. Monitor news media for stories relevant to the College and higher education. Distribute timely and accurate information to media regarding the College's services, employees, programs, and accomplishments.
9. Interface with vital community groups, to ensure that resulting partnerships increase the reach of the College's organizational initiatives and programs.

10. Counsel management at all levels in the College with regard to policy decisions, courses of action, and communications including crisis communications -- taking into account their public ramifications and the College's social or citizenship responsibilities.
11. Supervise employees, including prioritizing and assigning work. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary.
12. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications
13. Participate in special studies and recommending improvements to college practices, policies and processes.
14. Collaborates with other departments as necessary in order to meet college objectives and goals.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

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

1. Knowledge of regulatory compliance principles and practices.
2. Skill in people leadership and supervision.
3. Skill in effective communication (both written and oral).
4. Skill in independent decision making.
5. Skill in positive productive, and flexible customer service.
6. Skill in budget/resource management.
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **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:** 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:** Allows impact on the guidelines that determine how the College operates..
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

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

- Bachelor's degree in related area required
- Master's degree in related field of study preferred.
- Eight (8) years of related experience with teaching experience.
- Six plus (6+) years of related experience with supervisory experience preferred.
- 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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally 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:

- Works some evenings and weekends
- Pre-employment Background Check Required