

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DIRECTOR OF GOVERNMENT & COMMUNITY RELATIONS

FLSA STATUS: EXEMPT – PAY GRADE: 26-A

**JOB FAMILY: COMMUNITY RELATIONS/DEVELOPMENT
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

The primary purpose of this position is to provide leadership and administrative responsibility for all local, state and federal legislative functions. This position provides direction for the College in planning, developing, implementing, evaluating and maintaining government and community engagement. Maintains and nurtures the relationships with government, associated authorities and all committees, and legislatively represents and protects organization interests. Assists in the establishment of corporate strategies, policies and plans, which align with government laws, regulations and standards. Reports directly to the College President, provides ongoing updates to the Executive Leadership Team on legislative developments and priorities, and assures that College priorities are communicated effectively to the appropriate legislative bodies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership as the College liaison for governmental affairs with elected officials, State legislature, congressional delegates, and serves as an authorized representative for the College in the pursuit of grants, earmarks and program participation. Analyzes and drafts legislation.

Communicates and collaborates with governmental offices and personnel. Builds relationships with non-profits and other community agencies to strengthen the College's role with its community and facilitates support for a variety of Florida State College at Jacksonville initiatives.

Serves as a liaison to public officials and key agency decision makers at the local, state and federal levels in close collaboration with the College President.

Develops, creates, coordinates and implements a Community Engagement Plan aligned with the College's Strategic Plan, goals and priorities.

Provides research activities in support of College policy goals with state and federal entities. Works in a collaborative manner with the President's office, Provost, Student Services, Business Services, Institutional Advancement and other areas of the College in building partnerships both internally and externally. Communicates clearly and concisely information supporting implementation of College priorities

Provides legislative bill tracking and coordination between the College and the Executive Leadership Team.

Develops internal bill analyses of legislation impacting the College and assists in developing a coordinated response from the College.

Assists in identifying funding and policy development opportunities from state and federal sources.

Coordinates submission of white papers and other support activities related to state and federal funding requests.

Coordinates student educational experiences with legislative activities.

Performs other related duties as assigned.

SUPERVISION RECEIVED

Direction is received from the College President.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited institution supplemented by a minimum of three (3) years of related work experience. A combination of education, training and experience providing understanding of the field. Extensive knowledge of principles, practices and methods of public administration with emphasis on the legislative process. Understands budgets and instructional policies.

PREFERRED QUALIFICATIONS

A Master's degree in Public Administration, Political Science, Law, Communications or related field with three (3) years of experience in legislative or governmental relations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/2014, revised 2/15; revised 8/2018; 10/26/22, 11/1/22