

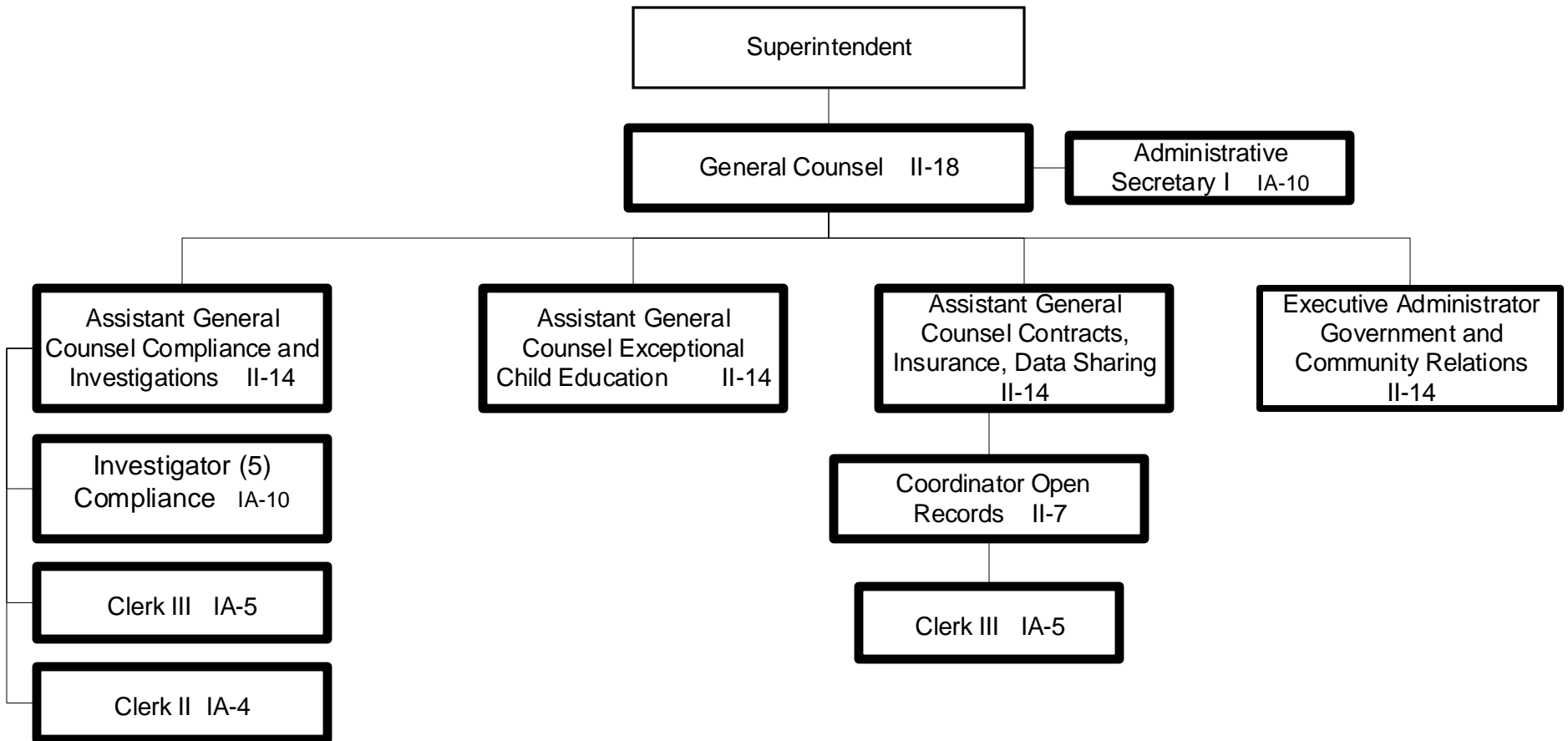
1.) Executive Administrator  
 Government and  
 Community Relations  
 II-14

1.) Move from AB1 – Chief of  
 Staff to GC1 – General Counsel

Summary:

General Fund Positions: ~~44~~ 15  
 Categorical Fund Positions: 0

Submitted 6/22/2021  
~~4/20/2021~~  
 Effective 4/21/2021  
 7/1/2021



Summary:

General Fund Positions: 15  
Categorical Fund Positions: 0

Submitted 6/22/2021  
Effective 7/1/2021



**NEW Effective:**      Submitted:  
 07/01/2019          06/11/2019  
 07/01/2021          6/22/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR GOVERNMENT AND COMMUNITY RELATIONS
DIVISION	CHIEF OF STAFF GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8610
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Coordinates legislative efforts by working with state, local, and federal governments as well as community groups. Meets legislative goals by creating policy proposals and working with government agencies and citizens. Performs research and manages internal and external committee work on policies and joint ventures with the community and other partners.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Conducts policy research and monitors legislation that affects the District or education priorities and communicates the information to stakeholders both within and outside of the District
- Works closely with communications team to craft messages for stakeholders and community groups around issues or priorities concerning government partners
- Tracks government work and decisions that could affect the District and proactively researches policies to see what changes could be advantageous and what trends might negatively impact the District
- Works with government officials, including senators, house members, council members, advocacy groups and citizens to convey legislative and policy goals
- Works with local government officials including the Mayor's office, Metro Council representatives, smaller city mayors, etc. to represent the District and its priorities
- Represents the District at events such as industry forums, community councils, etc. and is a representative for the District to share goals and priorities
- Coordinates efforts for input from the community and other stakeholders in regards to policies and procedures
- Identifies recurring obstacles to success through the study of common causes of problems and critical attributes and works with appropriate internal and external partners to address
- Works with community partners to secure grants, donations and other partnership to support the District
- Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Communications, Political Science, Public Relations, or other applicable field
Three (3) years of related work experience
Experience in the public sector
Understanding of the legislative process
Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent public speaking skills
Experience in implementing policies and procedures
Experience in a diverse workplace



Effective: 07/01/2021  
Submitted: 6/22/2021

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