



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
 07/01/2021 06/22/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR GOVERNMENT AND COMMUNITY RELATIONS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	AS APPROVED BY THE BOARD
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.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working

on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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



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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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

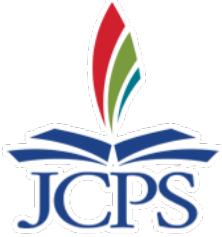
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MINIMUM QUALIFICATIONS

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



REVISED: Submitted:
 07/01/2026 02/10/2026
 07/01/2023 04/25/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR POLICY AND SYSTEMS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists the General Counsel in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as the representative of the General Counsel and District ambassador to external constituencies as directed

~~Works to solve problems and deal with issues~~

Ensures ~~policy~~ information flows to and from the office of the General Counsel and ensures alignment of all projects

~~Oversees special projects and contractors who lead them~~

Manages the process for the development and dissemination of Board policies and procedures, and works with General Counsel to develop systems to monitor implementation

Supports the General Counsel in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities

Represents the school system at local, state and national governmental meetings

Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan

Obtains support for the District's educational goals in interagency and community settings

~~Assists in the development and maintenance of relationships between business, labor, and governmental agencies, highlighting education~~

Attends and gives testimony at appropriate meetings and hearings

~~Develops and implements collaborative efforts with professional, civic and community organizations~~

~~Establishes and maintains on-going communication with community agencies and organizations to further education~~

Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups

Ensures planning for key committee and Board meetings to include; tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings

~~Evaluates staff as assigned~~

Completes all trainings and other compliance requirements as assigned 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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience in strategic integrated communications

Understanding of systems management

Experience in governmental relations

Experience in community development

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree or equivalent years of experience

Successful experience in area of research methods and strategies
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Established skills in planning and managing diverse priorities
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Ability to think strategically while balancing complex agendas
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Excellent managerial and problem-solving skills

Ability to bring work to completion within deadline

Exceptional interpersonal skills and strong managerial ability; ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels, and departments toward shared objectives

Ability to work cooperatively and strategically in a team environment

Experience in a large organization

Experience in a diverse workplace



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JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists the General Counsel in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as the representative of the General Counsel and District ambassador to external constituencies as directed

Ensures policy information flows to and from the office of the General Counsel and ensures alignment of all projects

Manages the process for the development and dissemination of Board policies and procedures, and works with General Counsel to develop systems to monitor implementation

Supports the General Counsel in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities

Represents the school system at local, state and national governmental meetings

Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan

Obtains support for the District's educational goals in interagency and community settings

Attends and gives testimony at appropriate meetings and hearings

Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups

Ensures planning for key committee and Board meetings to include; tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings

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MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience in strategic integrated communications

Understanding of systems management

Experience in governmental relations

Experience in community development

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DESIRABLE QUALIFICATIONS

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Established skills in planning and managing diverse priorities

Ability to think strategically while balancing complex agendas

Excellent managerial and problem-solving skills

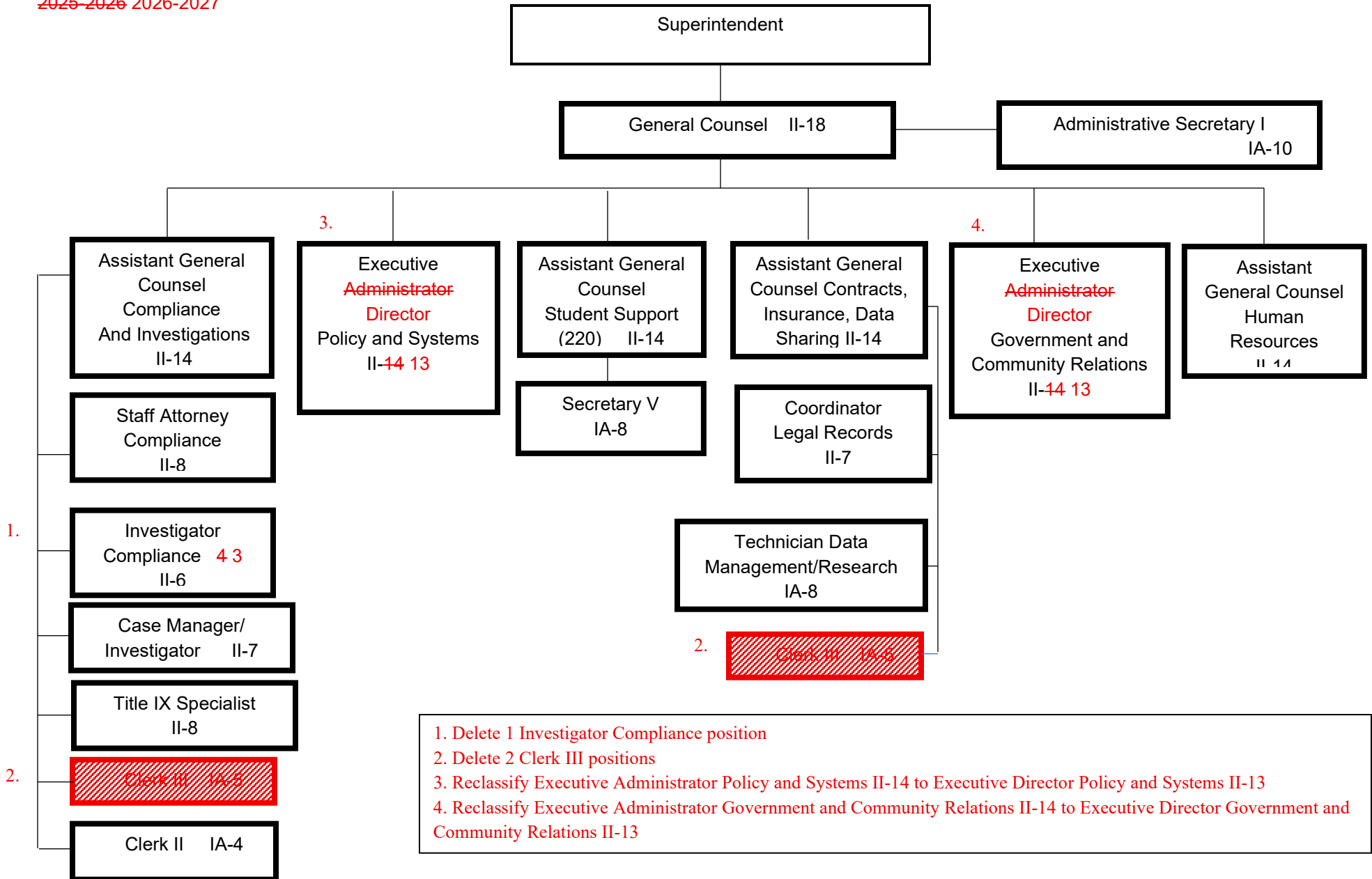
Ability to bring work to completion within deadline

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Ability to work cooperatively and strategically in a team environment

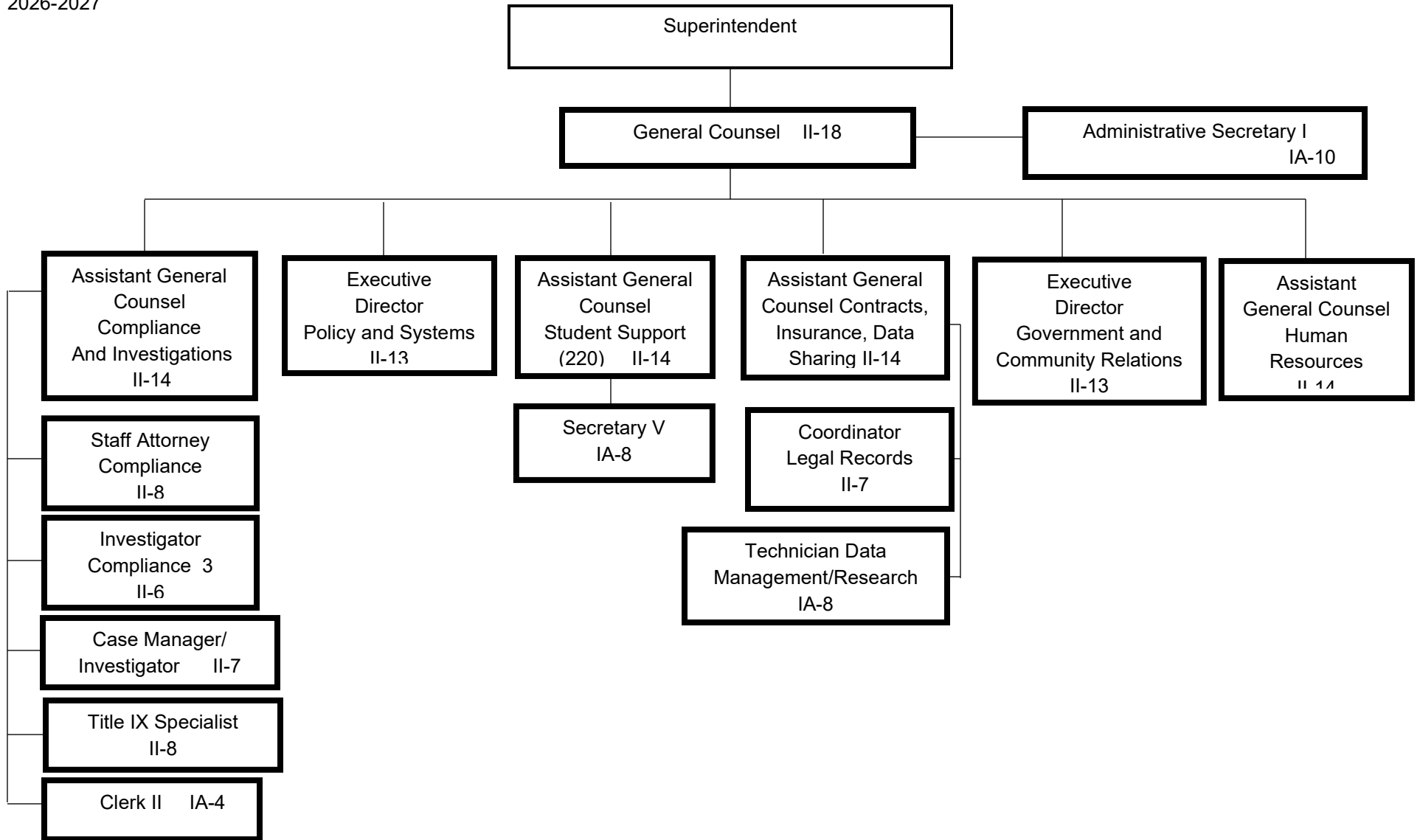
Experience in a large organization

Experience in a diverse workplace



Summary:

General Fund Positions: ~~24~~ 18
Categorical Fund Positions: 0



Summary:

General Fund Positions: 18
Categorical Fund Positions: 0