



COLUMBUS CITY SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

TITLE: Government Affairs Liaison Officer
JOB STATUS: Professional I, FLSA Exempt
REPORTS TO: Deputy Chief of Staff
DEPARTMENT: Office of Superintendent/CEO

POSITION SUMMARY: Responsible for facilitating the legislative work of the Columbus Board of Education and supporting the goals of the Superintendent and the Board. Assists in education policy analysis, development and advocacy of the District's position on legislative proposals at the state and federal level, and facilitates communication regarding activity in the State Board of Education, Ohio General Assembly, and United States Congress.

ESSENTIAL DUTIES:

- On behalf of the Superintendent/CEO and Board of Education, prepare legislative testimony and communications to be submitted in written format, or delivered orally, to legislative committees and other government-related bodies.
- Testify and attend legislative sessions and hearings on behalf of the Superintendent/CEO and Board of Education.
- Educate and provide technical assistance to elected officials and policymakers regarding District programs and initiatives.
- Develop a timely legislative newsletter for appropriate federal, state, and local elected officials and administrators.
- As directed by the Deputy Chief of staff, enlist the cooperation of federal, state, and local elected officials and administrators to introduce legislation to meet the district's short- and long-term goals.
- Enlist the support of other school districts and education stakeholders to influence federal and state elected officials and administrators to act on legislation beneficial to the unique needs of Columbus City Schools, the district's students, and the children's families.
- Oversee and maintain the development of Board of Education policies in accordance with regulatory decisions and changes in state and federal law.
- Assist to build and support established positive working relationships to represent the District's interests and legislative agenda before appropriate members of the United States Congress, Ohio General Assembly, State Board of Education, and the appropriate federal and state agencies through all available forms of communication, including oral and written testimony.
- Assist with monitoring, analyzing, and tracking legislation, budget initiatives, and regulatory decisions that may impact the District and keep appropriate internal stakeholders apprised of any related bill activity, movement, or amendments.
- Assist to identify and develop the District's legislative agenda and priorities, and formulate strategies that create opportunities for the District to advance these priorities.

- Support the Deputy Chief of Staff in working with the Board of Education develop and maintain a legislative agenda to address legislation, regulations, and policies being considered by federal and state entities through board retreats, surveys and meetings.
- Work with District personnel to leverage the professional expertise and experience within the District to provide thorough policy analysis and recommendations to legislators, legislative staff, and policymakers at the federal and state level on priority legislation.
- Support the development of the District's short and long-term policy agenda and legislative goals.
- Provide timely policy analysis, recommendations, and legislative updates to the Board of Education, Superintendent/CEO, and the District's leadership team, as directed by the Deputy Chief of Staff.
- Assist in the development, production, editing, and dissemination of research reports, policy papers, correspondence, and public presentations regarding educational policies and legislation impacting the school district.
- Must be available for evening and/or weekend meetings, committee hearings, legislative sessions, and ability to travel, as necessary.
- Perform all other duties as assigned.

JOB QUALIFICATIONS:

- Bachelor's degree in Public Policy, Political Science or a related field.
- Five (5) or more years of progressively more responsible experience in public policy, government or community relations, etc.
- Deep knowledge of the Ohio and federal legislative process with a proven track record of successful advocacy and policy analysis.
- Strong communication skills are required, both written and oral. Writing sample required.
- Ability to work in a highly collaborative environment while maintaining strict confidentiality.
- Must be able to handle delicate and sensitive situations with professionalism.
- Excellent problem-solving skills, organizational skills and attention to detail.
- Proactive in anticipating and alerting key stakeholders of emerging problems with projects and processes.
- Flexibility, creativity and ability to work well under pressure.
- Able to coordinate multiple requests and manage multiple deadlines.
- Registration as a Lobbyist is preferred.
- Demonstrated knowledge and understanding of education regulatory policies, Board policies and procedures, legislative affairs and district constituents.
- Analytical ability to research and analyze information and summarize findings.

- Interpersonal skills necessary to effectively advocate the interests and position of the district to elected government officials and community stakeholders.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

TIMETABLE:

Deadline for Application: **Monday, October 6, 2014, 5:00 p.m.**

DIRECTIONS FOR APPLYING:

Applicants should submit a cover letter of interest, a resume including relevant experience, e-mail address, and three professional references related to most recent professional experiences and an authentic writing sample that reflects the essential duties of the position. **The three references must include the following:** complete name, address and zip code, email address, contact telephone number.

In Care of:

Columbus City Schools
Victoria Frye, Interim Director Employment and Staffing
Human Resources

Submit to:

ccs-careers@columbus.k12.oh.us