

# Director I – Government Relations

## Position Details

Job Code: U7100

Reference Code: A730

Division/Unit: Communications

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as a unified employee in a comprehensive government affairs program including lobbying and outreach to elected officials and agencies at the local, state, and federal levels. This position is directly responsible to the Assistant Superintendent, Community Partnerships and Government Relations.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as a Clark County School District (CCSD) liaison to all local governmental entities, including the Clark County Commission and the City Councils for Las Vegas, North Las Vegas, Henderson, Boulder City, and Mesquite.
2. Represents CCSD in the Nevada State Legislature [requires living in Carson City four (4) months every other year].
3. Develops CCSD's overall legislative agenda and public policy goals.
4. Develops initiatives and advocates positions that represent the priorities of CCSD.
5. Represents CCSD to various community-based working groups, committees, and organizations.

6. Ensures coordination with local governments and CCSD in the implementation of the Open Schools, Open Doors joint use agreement.
  7. Assists CCSD's Real Property Department in gaining local governmental approvals necessary for new school construction.
  8. Works with elected officials and members of their staffs to resolve constituent concerns and/or develop legislation or public policy.
  9. Organizes events that encourage elected officials to visit schools and participate in school and CCSD functions.
  10. Prepares and presents bill drafts on behalf of CCSD.
  11. Analyzes bill drafts, active legislation, and Nevada Revised Statutes (NRS) for potential impact on CCSD.
  12. Monitors interim legislative committees for issues that may impact CCSD and prepares/delivers testimony, as needed.
  13. Gathers information necessary to formulate CCSD positions for/against legislative measures; researches, writes, and delivers supporting/opposing testimony in legislative hearings.
  14. Serves as the lead point of contact with the Legislative Counsel Bureau, the Nevada State Board of Education (NSBE), and the Nevada Department of Education (NDE), to respond to requests for information, demonstration of compliance, and other requests; works with other school districts on issues of mutual interest.
  15. Represents CCSD at NSBE and provides testimony, as necessary.
  16. Prepares post-legislative session reports that summarize changes to NRS, and apprise divisions and departments as necessary of changes in statutes that will affect CCSD practices and procedures.
  17. Facilitates interim studies, as necessary and appropriate.
  18. Tracks CCSD compliance with legislative reporting requirements.
  19. Works effectively with all divisions and departments in CCSD.
  20. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge and understanding of broad community issues.
2. Knowledge of state election and campaign finance laws as it pertains to ballot questions, legislative action, and lobbying.
3. Knowledge of public record and open meeting laws (OML).
4. Knowledge and understanding of state educational requirements and legal implications.

5. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
  6. Knowledge and understanding of state legislative process.
  7. Ability to work cooperatively with other administrators, licensed personnel, and support professionals in schools as well as in other CCSD departments.
  8. Ability to communicate effectively both verbally and in writing.
  9. Ability to successfully complete a writing sample at the time of interview.
  10. Ability to concisely articulate positions to a variety of audiences.
  11. Ability to work diplomatically with diverse constituencies on wide range of issues.
  12. Understanding and sensitivity to the cultural diversity of the community as it relates to the diversity and equity goals of CCSD.
  13. Availability to live in Carson City five (5) days per week, February through June (120 days), in odd-numbered years when the legislature convenes.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in Political Science, Communications, Public Affairs, or a related field; or, Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions, or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of three (3) years of experience with local, state, or federal government relations.
3. Professional experience in an educational setting, including administration.
4. One (1) year experience with issue advocacy, including working with elected officials, compiling supportive research, and developing a grassroots organization.
5. One (1) year experience with state or local government budgets, including performance measures and accountability.

6. Successful performance in position held at the time of application.

## **Preferred Qualifications**

1. Knowledge of and experience with local, state, and federal governments.
2. Knowledge of and experience with CCSD.
3. Demonstrated successful management supervisory roles.
4. Mastery of written and verbal communication skills.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 07/02/24
- Created: 02/27/08