

Director III – Government Relations and Public Policy

Position Details

Job Code: U7102

Reference Code: A379

Division: Community Engagement Unit

Classification: Professional-Technical

Terms of Employment: [Range 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position will serve as a unified employee to develop and direct a comprehensive government relations program including outreach to elected officials and agencies at the local, state, and federal level. The person selected for this position will be directly responsible to the Associate Superintendent, Government and Community Engagement, Community Engagement Unit.

Essential Duties and Responsibilities

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

1. Represents the Clark County School District (CCSD) in the Nevada State Legislature [requires living in Carson City for four (4) months every other year].
2. Serves as a 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
3. Responsible for building relationships with local, state, and federal officials, as well as community partners, while maintaining confidentiality.

4. Works collaboratively with the Superintendent and Board of School Trustees to develop CCSD's overall legislative agenda and goals.
 5. Develops initiatives and advocate positions that represent the priorities of CCSD.
 6. Prepares and presents bill drafts on behalf of CCSD.
 7. Analyzes bill drafts, active legislation, and Nevada Revised Statutes (NRS) statutes for impact on CCSD.
 8. Gathers information necessary to formulate CCSD positions for/against legislative measures; researches, writes, and delivers supporting/opposing testimony in legislative hearings.
 9. Works with legislators and other elected officials during the session and in the interim to resolve constituent concerns and/or develop legislation.
 10. Monitors interim committees of the legislature for issues that may impact CCSD.
 11. Works with other school districts, the Nevada Department of Education, CCSD employee groups, and others on issues of mutual interest.
 12. Organizes events that encourage legislators to visit schools and participate in school and CCSD functions.
 13. Serves as a point-of-contact with the Legislative Counsel Bureau, the State Board of Education, and the Nevada Department of Education to respond to requests for information, demonstration of compliance, and other requests.
 14. Prepares post-legislative session reports that summarizes changes to the NRS, and apprises divisions and departments as necessary of changes in statutes that will affect CCSD practices and procedures.
 15. Represents CCSD at local, state, federal, and pertinent community meetings and provide testimony, as necessary.
 16. Supervises and coordinates activities of the Director of Governmental Relations.
 17. Creates a grassroots network in Clark County that can be quickly and effectively engaged to assist in lobbying efforts.
 18. Facilitates interim studies, as necessary and appropriate.
 19. 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 law as it pertains to ballot questions, legislative action, and lobbying.
3. Knowledge of public record and open meeting laws.
4. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of CCSD.

5. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
 6. Knowledge and understanding of state educational requirements and legal implications.
 7. Knowledge and understanding of state legislative process.
 8. Ability to concisely articulate positions to a variety of audiences.
 9. Ability to work diplomatically with diverse constituencies on a wide range of issues.
 10. Ability to successfully complete a writing sample at the time of interview.
 11. Ability to work cooperatively with other administrators, licensed personnel, and support staff in schools, departments, and divisions in CCSD.
 12. Ability to communicate effectively both orally and in writing.
 13. Availability to live in Carson City five (5) days per week, February through June, in the years the legislature convenes, and during Special Sessions that may be called.
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Position Requirements

Education and Training

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

Licenses and Certifications

None Specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Professional experience in a government relations setting.
3. Demonstrated experience with issue advocacy, including working with elected officials, compiling supportive research, and developing grassroots organization.
4. Demonstrated experience with state or local government budgets, including performance measures and accountability.

Preferred Qualifications

1. Master's degree from an accredited college or university in Political Science, Public Relations, Public Administration, or a related field.
2. Five (5) years of relevant work in Government Relations.
3. Knowledge of and experience with local and state government.
4. Demonstrated successful management supervisory roles.
5. 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.

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: 12/03/25
- Created: 02/27/08