

CHIEF OF STAFF, EXTERNAL AFFAIRS

DEFINITION

Oversees the functions of the Office of Government Relations through administrators and staff and serves as the Superintendent's representative for governmental and community relations.

TYPICAL DUTIES

- Serves as the Superintendent's representative at public meetings and on professional, governmental, and community committees, task forces and commissions and in problem solving conferences with parents, community, and governmental representatives.
- Attends and participates in District Board and Committee meetings and other activities deemed necessary by the Superintendent to accomplish objectives.
- Coordinates and plans special projects and annual meetings for the Superintendent, such as the opening of the school year meeting for administrators; the mid-year State of the School Address; and presentations in Sacramento and Washington, D.C.
- Serves as the Superintendent's liaison to the Board of Education, State Board of Education, and other offices in Sacramento.
- Manages public relations for the Superintendent with the Chamber of Commerce, Mayor's Office, Governor's Office, and other business partners.
- Makes recommendations concerning the implementation of goals and objectives as well as proposed board policy related to external relations and public affairs.
- Provides administrative oversight for the preparation and completion of reports and interpretation of related data for District administrators, staff and the public for effective decision making by the Superintendent.
- Advises the Superintendent and District administrators on regulations, policies and procedures and pending legislation.
- Identifies issues which may impact the District, including existing and proposed federal, State, and local legislation and assist the Superintendent in providing appropriate responses.
- Directs the Office of Legislation to ensure maximum integration and leveraging of legislative and community relations functions.
- May build coalitions of support amongst interest groups and stakeholders to gain approval of District programs.
- Plans strategies regarding the passage or defeat of legislation of interest to the District
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Staff, External Affairs oversees the functions of the Office of Government Relations through administrators and staff and serves as the Superintendent's representative for governmental and community relations.

The Director of Legislative Affairs and Governmental Relations is the administrator responsible for the activities of the legislative function of the District.

SUPERVISION

Administrative direction is received from the Superintendent of Schools. General Direction is exercised the Director of Legislative Affairs and Governmental Relations and other lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, trends, methods and procedures of comprehensive external affairs; communications and media relations; and legislative affairs and government programs
Principles of legislative processes at the city, county, state, and federal government levels
Research and analysis techniques
Supervisory principles and practices
Laws and regulations that determine educational policies and practices
Public relations principles
Current issues regarding the Los Angeles Unified School District and public education

Ability to:

Develop and implement organizational vision, which integrates key program goals, priorities, values, and other factors
Plan, organize, direct, coordinate, and review the work of a multi-unit operation
Manage through subordinate supervisors or managers
Demonstrate strategic thinking
Align messages across different types of media to different audiences
Gather, read, analyze and interpret complex data
Analyze complex problems and exercise sound judgment in developing and planning the implementation of effective and efficient solutions and alternatives
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
Establish and maintain effective working relationships
Prepare reports involving summaries and analysis of information and the justification of controversial recommendations or findings
Formulate and express ideas effectively in both written and oral forms with all levels of Management and stakeholders
Speak effectively before a variety of groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. An advanced degree from an accredited institution in public policy, communications, public administration, law, business, or a related field is preferable.

Experience:

Five years of executive-level experience that includes responsibility for contacts with local and State government officials, the interpretation and analysis of legal requirements, and legislative advocacy.

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. Senior management class
2. An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

New Class

08-28-13

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