

LEGISLATIVE ADVOCATE

DEFINITION

The Legislative Advocate assists the Director of Legislative Affairs and Government Relations in the planning, development, and implementation of strategies regarding proposed legislation and regulatory issues including advocacy of the District's interests with legislators and other governmental officials.

TYPICAL DUTIES

- Assists in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect the District's instructional programs, administration, or fiscal policies.
- Analyzes and monitors legislation, provides necessary counsel and advice, and acts as liaison to government officials and their staff.
- Contributes to the formulation of a District position on proposed legislation based on Board of Education policy and responses solicited from District personnel.
- Assists with the planning, development, and implementation of strategies for the passage, defeat, or amendment of legislation and regulations of interest to the District.
- Meets with individual legislators, lobbyists, and representatives from state and federal agencies to present the District's positions and concerns regarding legislative and regulatory proposals.
- Serves at the direction of the Director of Legislative Affairs and Government Relations as a district representative to the State Legislature, U.S. Congress, and various state and federal agencies.
- Prepares and presents testimony before various state and federal committees and agencies regarding the District's position on legislation, regulations and funding proposals.
- Assists with the development and coordination of short-term and long-term strategic initiatives to advance the District's legislative agenda.
- Assists with the preparation of advocacy materials and communication pieces for internal and external audiences.
- Maintains a consistent line of communication with District personnel.
- Provides materials regarding designated legislative matters to organizational units of the District affected by legislation and assists District personnel in seeking solutions to educational problems created by legislation or regulations.
- Manages a master calendar that tracks hearings, testimony, and other items of importance to the District legislative advocacy agenda.
- Assists in efforts to acquire grants from local, state and federal levels of government on behalf of the District.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to state and federal legislators and other governmental officials.

SUPERVISION

Administrative direction is received from the Director of Legislative Affairs and Government Relations. General supervision may be exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

The organization, functions, and goals of the District, including its educational programs, fiscal policies, procedures and staff
The laws and regulations that determine educational policies and practices
The legislative process at the city, county, state, and federal government levels; including knowledge of the structure, procedures, and rules of city, county, state, and federal legislative bodies, their informal structure, and lines of communication needed to initiate action
Educational research in the areas of curriculum, teacher preparation, and child growth and development

Ability to:

Write in a clear, concise and effective manner
Interpret and recognize the implications of proposed or existing city, county, state or federal legislation and policies relating to the instructional programs, administration, and fiscal policies of the District
Establish rapport with, obtain cooperation from, and motivate a variety of individuals and groups
Resolve opposing perspectives from District staff
Coordinate special studies and conduct research in the field of legislation
Communicate effectively and persuasively on highly technical and/or sensitive issues
Work effectively with legislators, government officials, lobbyists, District personnel, community representatives, and students using tact and good judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. An advanced degree in education, political science, or law degree and/or passage of the bar exam is desirable.

Experience:

At least two years of full-time service in (a) position(s) requiring knowledge of the legislative process, understanding of laws and regulations, and contact with government officials.

Significant service in a position requiring knowledge of educational administration, financing, programs, and services as well as participation in legislative advocacy as a part of previous work experience is desirable.

Special:

A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

1. Exempt from FLSA.
2. An employee in this class 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. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
12-05-19
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