

COORDINATOR OF LEGISLATIVE ADVOCACY

DEFINITION

Coordinates the activities of the Office of Legislative Affairs and Governmental Relations and works in conjunction with District personnel, consultants, and lobbyists related to analysis and advocacy of local, state and federal legislation; and responds to proposed legislation in discussions with the respective governmental agencies.

TYPICAL DUTIES

Coordinates the District's legislative advocacy activities in Los Angeles.
Assists in the analysis of legislation and formulation of the District's position on local, state and federal legislation and activities.
Coordinates and assists in the preparation of updates on legislation and legislative issues pertinent to District.
Communicates with District personnel, consultants, and lobbyists to obtain information and analyses concerning the potential impact on the District of legislation and assists in the formulation and advocacy of legislation.
Assists in the preparation of necessary provisions and amendments for pending legislation.
Prepares statements, data, and reports regarding legislation sponsored by the District.
Monitors and oversees the progress of special legislative projects and activities.
Participates in meetings with individual legislators, lobbyists, and representatives from state and federal agencies to present the District's position and concerns regarding legislative proposals.
Represents the District at meetings of education-related organizations, agencies, and community groups.
Serves, at the direction of the Director of Legislative Affairs and Governmental Relations, as a District representative to the local, state, and federal legislatures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator of Legislative Advocacy coordinates and assists in the analysis of legislation and the formulation of the District's position on legislation, and assists in advocacy activities at the local, state, and federal levels.

The Director of Legislative Affairs and Governmental Relations is responsible for the overall administration of the activities of the legislative function of the District. The Deputy Director of Legislative Affairs and Governmental Relations assists in the overall administration of the activities of the legislative function of the District and acts for the Director of Legislative Affairs and Governmental Relations in case of absence.

A Legislative Analyst compiles staff comments and other information, makes analysis and writes materials such as reports regarding proposed legislation and governmental regulations, and attends meetings to provide information and report on proceedings concerning legislation and regulations.

SUPERVISION

Administrative supervision is received from the Director or Deputy Director of Legislative Affairs and Governmental Relations. Supervision may be exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Structure, procedures, and rules of local, state, and federal legislative bodies
Basic features of the California State Education Code and other state and federal laws affecting school programs
District policies, procedures, programs, objectives, and organizational structure

Ability to:

Communicate effectively and persuasively on highly technical and/or sensitive issues with local, state, and federal elected officials and their staff, District personnel, and officials of other education-related agencies and organizations
Establish and maintain effective relationships with local, state, and federal elected officials and their staff, District personnel, and officials of other education-related agencies and organizations
Exercise initiative and good judgment
Coordinate special studies and conduct research in the field of legislation
Understand proposed and existing state and federal legislation to assess its potential impact on the District
Resolve opposing perspectives from District staff

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. An advanced degree in education, political science, or law is preferable.

Experience:

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

Special:

A valid California Driver License.

SPECIAL NOTES

Sacramento based; must be willing to live in Sacramento, CA area.

Must be willing to travel frequently, especially to Los Angeles.

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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

Reestablished and Revised

11-25-13

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