Coordinator, Government & Community Relations

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 10152
Job Series/Job Family: President's Series / Government & Community Relations Family

Reports To

Special Assistant to the President for External Affairs

Job Purpose

To monitor and report legislative activity affecting the College and coordinate all aspects of College elections.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Monitors and evaluates legislative filing, statutes, and schedules that affect College operations, which involves interaction with elected officials.
2. Coordinates College elections processes and programs to include oversight of staff, operations, and facility.
3. Serves as Election matters staff expert for College, provides reports on election matters to administration and Board of Trustees.
4. Maintains Board of Trustees elections office working with County elections office to supervise staff and provides schedule coordination with other subdivisions for joint elections.
5. Monitors schedule and reviews filing of Board of Trustees' contribution and expenditure reports.
6. Updates Government and Community relations website.
7. Provides support assistance to the Service Learning/Civic Engagement programs and Alumni development.
8. Provides coordination for events with Elected Officials and for outreach activities set by the approved Governmental and Community Relations Plan.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Activities, operations, codes, and regulations of state, federal, and local entities.
- Legislation affecting the College.
- Legislative process, including filings, committee structure and amendment processes.
- Elections process and familiarity with State codes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Researching and analyzing information in the preparation of reports.
- Developing committee testimony on legislative issues.

- Interpreting Election matters filings.

Computer Skills
Required
- Demonstrated proficiency using standard office software applications.

Physical Requirements
Required
- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience
Required
- Three years related work experience with the legislative or election process.

Preferred
- Experience working with the Texas legislature, either as staff or representing an organization on legislation and/or supervising election tasks and/or Lobbyist experience.

Education
Required
- Bachelor's degree in Political Science, Government, Public Policy, or related field.

Other
Preferred
- Knowledge of College policies and operating procedures.Ability to establish relationships with Secretary of State to obtain clarification of election law, and elected officials and their staff to set up meetings to discuss relevant College issues and Co

Safety
Required
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.