

Special Assistant to the President for External Affairs

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22149

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

President

Job Purpose

Primary administrative position, charged with performing administrative work for the President in the area of External Affairs, governmental and community relations, including serving as liaison for the College with local, state and federal governmental agencies, as liaison for the College with the nonprofit sector, and on public policy issues. Serves as liaison specifically to the Texas legislature and Congress on directed issues; serves as liaison with city and county governments within the Austin Community College District Service Area, and as liaison to state agencies, to provide information on issues effecting Austin Community College. Primary administrative position supporting the President in interacting with local public and private entities as well as with national associations supporting higher education and community college issues, college board elections, revenue, service area annexation and elections. Charged additionally with administrative responsibilities for the college Alumni Program, the Center for Community Based and Nonprofit Organizations, and the Center for Public Policy and Political Studies.

Description of Duties and Tasks

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

Required

1. Reports to the President, and provides support for a range of assignments related to governmental and community relations, outreach, civic engagement, and other areas as assigned.
2. Develops and maintains relationships on behalf of the College with local, state and federal agencies, and assists with College program compliance in areas of agency requirements, and in support of instructional/administrative goals.
3. Acts as liaison between College and governmental agencies.
4. Disseminates information of legislative issues to faculty, staff and administration, through a variety of communication means; and develops, directs and presents legislative and civic involvement training workshops within the College, such as for employee associations; provides periodic reports to the administration and Board on legislative issues.
5. Directs the monitoring and review of legislation, and provides information to the President; provides interpretation and recommendations, and represents the College on assigned issues, legislative committee hearings, etc.
6. Attends regular and special sessions of the Texas Legislature on behalf of the College, keeps President advised of new and pending legislation that may effect the College, and participates in developing legislative action plans with the President.
7. Provides research and background for legislative issue development, and for committee testimony for the President and Board as directed. Staffs President and Board for legislative committee testimony, including for Congressional legislation when directed.
8. Plans and coordinates program for annual National Legislative conference for President and Board, and accompanies them to sessions and congressional office visits.
9. Provides supervision for community relations programs through the development, maintenance and oversight for the Center for Community Based and Nonprofit Organizations and for the Center for Public Policy and

- Political Studies. Participates with boards of both programs, and serves as liaison on behalf of the College to both.
10. Through External Affairs Outreach office, provides assistance and relationship building on behalf of College workforce programs, to expand external partnerships and contract opportunities.
 11. Plans and participates in public outreach activities related to community and governmental relations issues at local, state and federal levels, including serving in and/or leading collaborative efforts for legislative programs, civic engagement or other projects related to the College mission. Represents college through presentations for professional association meetings and conferences on governmental, civic engagement, and community relations issues, to enhance relationships and networking with other institutions.
 12. Recommends, administers and oversees External Affairs budget, which includes Governmental and Community Relations, Center for Community Based and Nonprofit Organizations, for Public Policy and Political Studies, Elections (Trustee, Annexation, and Bond), and Alumni; approves and/or designates staff for expenditures approval, a 501c3 organization.
 13. Selects, trains, supervises and evaluates Governmental and Community Relations, Center for Community Based and Nonprofit Organizations, Elections, Alumni, External Affairs, and Center for Public Policy and Political Studies staff.
 14. Maintains legislative information, bill status and governmental affairs events calendar.
 15. Plans, coordinates, and implements all elections activities on behalf of the College, including serving as the Board designated Elections Officer for the College.
 16. Participates in Annexation effort coordination, including working with Community Committees representing the governmental entity seeking annexation into the Austin Community College Tax District. Provides Committees with legal requirements and formatting for their use, and training for annexation information collection guidelines.
 17. Revises and maintains Annexation Manual for the College, and serves as annexation resource as directed by the President for external inquiries on annexation process.
 18. Hires and directs staff for election activities; makes all arrangements for election sites, materials, equipment, signage, security, etc. for elections activities for the college.
 19. Oversees any elections duties when College serves as election sites in non-ACC election dates.
 20. Serves as the elections compliance officer, maintaining all elections legal records, filings, candidate filings, Political Action Committee and financial record filings, and other required elections records.
 21. Coordinates with college attorneys for all elections and annexation matters, and reports to the President on any issues regarding elections and annexations.
 22. Performs other duties as assigned by the President.

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

- Ability to manage operations by objectives.
- Effective communication and interpersonal skills.
- Effective organizational and planning skills.
- Writing, development and interpretation of legislation.
- Supervision of staff, operations, budgets, and managing multiple projects.
- Experience with and knowledge of local, state and federal laws relating to higher education, elections, public sector, and civic engagement.
- Demonstrated success in public and/or private sector administration, resource development and management, education, human services, or related field.
- Experience in training and instruction of adult learners, public speaking and presentation skills.
- Demonstrated ability to work with various levels of government agencies and officials, including working on legislative issues.

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

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Computer literate, and experience with data record maintenance, data systems. Experience with laws governing elections record keeping, public dissemination of information, election audit procedures, contract standards, etc.

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 an office environment

Work Experience

Required

- Five years related work experience.

Preferred

- More than five years related Senior-level management experience in higher education.

Education

Required

- Master's degree.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.