

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, advocacy and implementation of local, state and federal legislation; and responds to proposed legislation in discussions with the respective governmental agencies.

TYPICAL DUTIES

- Coordinates, at the direction of the Director of Legislative Affairs and Governmental Relations, the District's legislative advocacy activities.
- Assists in the analysis of legislation and formulation of the District's position on local, state and federal legislation and advocacy efforts.
- Coordinates and assists in the preparation of updates on legislation and legislative issues pertinent to the District including timely dissemination of information related to new laws to support its implementation.
- Communicates with District personnel, consultants, and lobbyists to obtain information and analyses concerning the potential impact of proposed legislation on the District and follows up with District staff on the implementation of new laws.
- Assists in the preparation of necessary provisions and amendments for pending legislation including advocacy materials for internal and external audiences.
- Prepares statements, data, and reports regarding legislation sponsored, supported, or opposed by the District.
- Monitors and oversees the progress of special legislative projects.
- Participates in meetings with individual legislators, lobbyists, and representatives from local, 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 legislative bodies.
- Assists with the development and coordination of short-term and long-term strategic initiatives to advance the District's legislative agenda.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator of Legislative Advocacy coordinates and assists in the analysis of proposed 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 clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Current problems, developments, and trends in public education and local government
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, priorities, 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 of proposed legislation or existing law
Understand proposed and existing state and federal legislation to assess its potential impact on the District
Resolve opposing perspectives from District staff
Analyze and interpret information to make recommendations on the District advocacy priorities and the impact of policy proposals on the District's programs, operations and students
Allocate time effectively among competing demands by identifying high-priority issues
Make sound decisions and work under pressure in meeting deadlines.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in political science, public policy, and education, or a related field. 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 and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Based in either Sacramento or Los Angeles. Must be willing to travel frequently between both locations, as necessary.

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
10-21-21
RGK