Job Title: Government Relations Director

Location: Hattie Mae White
Department: Govt Rel & Strtgy
Area: Northwest
Contract Months: 12
Salary Range: $130,000.00 – $175,000.00

JOB SUMMARY
Serves as a district liaison to all elected officials and helps manage the district's activities at the federal, state, and local levels of government. Monitors legislative issues and drafts positions for the district, including legislative agendas and any correspondence needed to support the district's objectives. Prepares legislative updates, presentations, newsletters and other communication materials for HISD leadership. Interacts regularly with lawmakers and staff to accomplish policy goals and improve student achievement. Extended travel to Austin is expected during legislative session.

MAJOR DUTIES & RESPONSIBILITIES
List most important duties first
1. Analyzes proposed, new and existing legislation, agency rules, regulations, executive orders and other policy related materials. Shares legislative information with the staff and superintendent on a regular basis.
2. Maintains a thorough, working knowledge of developments from all levels and all branches of government with an emphasis on the U.S. Congress and the Texas Legislature. Grasps the overall complexities of Texas' school finance system. Understands policy developments and how they impact HISD and public education overall.
3. Provides consistent and timely updates to elected officials on important HISD matters. Leverages social media in collaboration with Communications and Marketing to send updates and share information. Supports the work of the District's public affairs, community outreach and educational initiatives.
4. Builds, maintains, and advances the District's relationships with all public officials and their staff. Facilitates elected officials' attendance at HISD events. Participates in elected officials' programs and events, as needed. Attends stakeholder meetings with other school districts and community-based groups.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
5. Working in coalition with like minded entities to achieve desired legislative and policy outcomes.
6. Manages a policy analyst and contract lobbyists to advocate for HISD priorities.
7. Serves as the liaison between HISD and Harris County for all local elections during each election cycle. Serves as a liaison between HISD and other governmental entities such as County Commissioners, City Council on districtwide programmatic efforts that support student achievement.
8. Performs other job-related duties as assigned.

EDUCATION
Bachelor's Degree

WORK EXPERIENCE
7+ years
SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Microsoft Office
- Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES
Work Leadership. Regularly provides project management or team leadership to a group of one or more employees, but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY
Participates in a group plan and/or budget development.

PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses.

COMMUNICATION/INTERACTIONS
Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS
Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

- Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.