

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: EXECUTIVE DIRECTOR – GOVERNMENT RELATIONS

#### BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, serves as chief spokesperson and legislative advocate; serves as liaison between the County Superintendent and specified public and governmental agencies and officials; prepares agenda for the Santa Clara County Office of Education (SCCOE) and reports the same to the Board of Education; makes and implements policy; collaborates with Communications and Cabinet to advance the SCCOE; and performs all other related duties as assigned. This position is designated as a Management position.

#### REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### ESSENTIAL DUTIES:

Makes recommendations, develops, plans, directs, and coordinates approved governmental relations for the Santa Clara County Office of Education; interprets governmental issues and communicates the SCCOE position on issues to media and public; develops and maintains legislative contacts and activities; plans and directs the dissemination of information, including identification of target audience, message, format, and structure of communication related to governmental



Advises on State and Federal budgets,



Executive

ABILITY TO:

Learn, interpret, and apply State Education Code, Governmental Code, Federal and State regulations, and other related regulations.

Plan, direct, and coordinate diverse and comprehensive public relations and communications.

Establish community networks and positive working relationships within the



**Option 2:**

- Possession of a valid California Administrative Services Credential,
- Possession of a valid California Teaching Credential or California Pupil Services Credential,
- Bachelor's degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, law, or related field and,
- Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.

**LICENSES AND OTHER REQUIREMENTS:**

Fluency in Spanish or Vietnamese a plus, but not required.

Experience with PK 20 educational organizations.

Valid California driver's license.

Possession of a law degree preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and

