

Coordinator III – Government Relations

Position Details

Job Code: U7402

Reference Code: A219

Division/Unit: Communications

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to plan and direct a strategic outreach program engaging families, staff, and the community on issues related to the Office of Government Relations. This position will also help communicate with local and state government entities. This position is directly responsible to the Director, Government Relations Department, Communication Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in the planning, organization, and implementation of initiatives to provide information on Clark County School District priorities to local, state, and federal agencies.
2. Assists with recruiting, communicating, and mobilization of employees, families, and community members to support District initiatives, especially during the Legislative session.

3. Assists with locating and providing information requested by local, state, and federal government agencies. Works to simplify and communicate this information.
 4. Maintains professional, positive relations with business representatives, community members, parents/guardians, outside education organizations, and employees.
 5. Organizes and supervises District events related to government relations, such as testifying at hearings, town hall meetings, roundtables, and other activities, as needed.
 6. Provides professional assistance in the development of regular and special publications and presentations designed for staff or the community to outline information related to government relations including, but not limited to: legislative updates and summaries, brochures, newsletters, correspondence, assistance with press releases and messaging, etc.
 7. Provides professional assistance to the Chief Communications and Government Relations Officer with policy development, required reports, and various presentations.
 8. Serves as a member of vital District committees and planning groups and attends meetings in support of these groups, as needed.
 9. Serves as a member of the lobbying team representing the District in the Nevada State Legislature (requires occasional travel to Carson City every other year during the session).
 10. Testifies on behalf of the District at state and local government meetings.
 11. Serves as a District point of contact for all local governmental entities, including the Clark County Commission and the City Councils for Las Vegas, North Las Vegas, Henderson, Boulder City, and Mesquite.
 12. Expedites response to inquiries and complaints received by the department from elected officials, internal staff, and other government agencies.
 13. Works with local elected officials and members of their staffs to resolve constituent concerns and/or develop legislation.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of state legislative processes and local government entities.
2. Knowledge and understanding of broad community issues.
3. Proven ability to work effectively, courteously, and cooperatively at all times with parents/guardians, colleagues, school and administrative personnel, and

representatives of the community that includes state and federal organizations or agencies, and the general public.

4. Ability to demonstrate diplomacy, judgment, leadership, and accountability.
 5. Ability to prioritize multiple tasks and work well under high stress and demanding timelines.
 6. Mastery of oral and written communication skills.
 7. Ability to meet deadlines and handle competing priorities in a high-pressure; dynamic work environment.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated experience with and knowledge of local and state community agencies and leaders.
3. Experience and expertise in gathering information and researching key issues, including cooperating between departments to assemble and finalize information on complex issues.
4. Experience in simplifying and communicating information on complex issues to multiple audiences.
5. Excellent networking skills and experience working cooperatively with representatives of the community.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/28/22
- Created: 08/31/18