

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – GOVERNMENTAL RELATIONS AND SPECIAL ASSISTANT TO THE PRESIDENT

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Director – Governmental Relations and Special Assistant to the President will serve as legislative liaison for the college, and carry out special projects as assigned by the president. Coordinate legislative efforts by working with state, local, and federal governments. Assist in meeting legislative goals by creating policy proposals and working with government agencies and local community members.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Bachelor's degree is preferred. Work experience in the field may be substituted on a year-for-year basis for the degree preference.
2. Years of experience in the field: Two or more years of full-time experience in governmental or political affairs required; state college or university experience preferred in areas related to assigned responsibilities. Strong organizational and computer skills are preferred. Positive communication and community relations skills are required.
3. Special skills or abilities related to the position:
 - Ability to establish and maintain effective working relationships with constituents of the college and the community at large.
 - Knowledge of state and federal regulatory laws as they relate to state colleges.
 - Project management and networking skills with a strong ability to manage and work in teams and share responsibility when necessary.
 - Experience building coalitions and partnerships to move college programs and goals forward.

Special skills or abilities related to the position: (Continued)

- Ability to communicate effectively as a public speaker and to college administrators or state officials.
- Ability to handle complex and sensitive assignments.
- Prepare speeches, memos, letters, and marketing communications for the president as needed.
- Research any lecture presentations for the president for local, state, and national audiences.
- Assist in budget preparation for the office of the president.

ESSENTIAL JOB FUNCTIONS:

1. Assist with management and coordination of college-wide projects and initiatives, as assigned by the president.
2. Evaluate president's office relations for accuracy, professionalism, and confidentiality on an ongoing basis, in collaboration with the president and his office staff.
3. Work in coordination with other offices for special events and functions of the office of the president, as directed by the president.
4. Assist the president in managing priorities to maximize relationships with the District Board of Trustees, donors, alumni, students, and other key groups and individuals.
5. Coordinate and communicate with counterparts at the other academic institutions for the exchange of work-related information.
6. Coordinate the Student Presidential Ambassadors Program for professionalism and representation.
7. Legislatively represent and protect the college's interests by working with the government, associated authorities, and administration on sensitive college matters.
8. Assist in meeting legislative goals by creating policy proposals and working with government agencies.
9. Communicate effectively to impact legislation on behalf of the college's interests.
10. Work with college administration to establish strategic direction for College goals.
11. Review and recommend revisions to college policies and/or procedures as appropriate.
12. Serve as the college representative/liaison to select community and state groups AFC, and national organizations as determined by the college president. Communicate information internally.
13. Perform regular and recurring out-of-district or out-of-state travel overnight and on the weekends as required.
14. Due to the scope of responsibility of this position and the need for the college to communicate, both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.
15. Carry out special assignments for the president and other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate, both orally and in writing, on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: President