



Job Title: **Director of Government Relations**

Department: **Government Relations**

Supervisor: **Chief of Staff**

Lane Placement: **Admin Lane 9**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Non - Exempt**

### JOB DESCRIPTION

Under the supervision of the Chief of Staff the **Director of Government Relations** reports directly to and is responsible for assisting the Canyons School District Board of Education and the Superintendent of Schools with building and maintaining positive working relationships with government agencies.

### ESSENTIAL FUNCTIONS

- Builds positive working relationships with government agencies and personnel, including:
  - Federal Government
  - State Government
  - Salt Lake County
  - All Cities and Towns within Canyons School District boundaries.
- Informs the Board of Education and District Administration regarding proposed changes in federal, state, county or municipal statutes potentially impacting Canyons School District.
- Responsible for tracking, reviewing and analyzing regulatory proposals which could impact Canyons School District
- Researches and provides reports on key public policy and regulatory issues.
- Assists with communicating and facilitating discussion with government agencies and personnel regarding District views on specific statutory, operational or economic issues.
- Maintains accurate files.
- May assist in the development of presentations and publications.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear criminal backgrounds check.
- Requires documented experience and knowledge in working effectively with government agencies and officials
- Bachelor's degree or higher in political science, public administration, communications or related field preferred.
- Must demonstrate above average skill and competence in speaking and writing.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires the ability to lift a minimum of ten (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019