



Job Title: **External Relations Specialist Assistant Level 1-6**

Department: **External Relations**

Supervisor: **Director of External Relations**

Lane Placement: **ESP - 12 – 18** (Contingent upon experience & degree)

Schedule: **3 hrs. / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

The **External Relations Specialist Assistant** is responsible for working at the direction of the Director of External Relations, and with the External Relations Specialist, in supporting and maintaining positive and productive relationships between the Board of Education and administration and municipal, state, and federal government officials. The employee may represent the Superintendent and the Board at national, state, and local meetings as directed.

## **ESSENTIAL FUNCTIONS**

- Assist External Relations Director and External Relations Specialist in following up with Board requests, as directed.
- Assist in executing a plan to ensure ongoing and positive communication between the Board and state legislators and local governmental officials.
- Assist in executing a plan to ensure ongoing and positive communication between the Board and the Office of the Governor, State Board of Education, and other government officials.
- Assist in advancing the district's legislative agenda, as well as monitoring the legislative agendas of other educational organizations, including but not limited to the Utah School Boards Association, the Utah PTA, Utah School Superintendents Association, Utah Education Association, and the Utah State Board of Education.
- Assist the Director of External Relations to coordinate and schedule meetings with legislators, Chamber of Commerce officials, higher education officials, Office of the Governor, municipal governmental officials, and other policymakers and stakeholders. Incumbent follows up on requests for reports or information from legislators, Office of the Governor, U.S. Department of Education, other government officials and other governmental and quasi- governmental entities.
- Assist with the training of administrators and parents, including school PTA organizations and School Community Councils, on the legislative process and effective advocacy.
- Under the direction of the Director of Government Relations, serve as liaison with individual legislators and government officials, providing information and reports upon request, troubleshooting, and working to prevent and resolve disputes.
- Attend legislative committee hearings, task forces, and other activities having an impact on public education and the district's operations.
- Assist in advancing the district's legislative agenda.
- Assist in strategic planning and public engagement efforts.
- Prepare presentations and written reports on government and legislative issues for the Superintendent and Board as directed.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **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**

- A Bachelor's or Master's degree in Political Science, Humanities, Communications, Business, or related field highly preferred.
- Requires a minimum of 2 years of previous job related work experience with demonstrated competence.
- Substantial knowledge of, and experience with, the legislative process at both the federal, state, and local levels.
- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service.
- Interacts with Board members, organization representatives, legislators, State Office personnel, all District personnel, and the general public.
- Ability to maintain political neutrality and work effectively and respectfully with nonpartisan elected officials as well as elected officials from all parties.
- Must possess outstanding flexibility, ability to work in a fast-paced environment, and skill at directing tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must have advanced written and verbal communication skills.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level and interacting with elected and appointed government officials at the highest level.
- Requires a valid driver's license.

**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:*

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires ability to operate motor vehicles.
- Great mental effort is required due to daily pressure resulting from adverse interactions with the public, frequent deadlines, and the demands of the job.

- 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: \_\_\_\_\_ 06/8/2020