

Job Title	Government Relations Director
Employer/ Agency	Houston Independent School District
Job Description	Serves as district liaison to elected officials and oversees the district's activities at the federal, state, and local levels of government entities, including elected officials and their respective staff. Monitors and analyzes legislation, and drafts legislative positions for the district, including legislative agendas, legislation, amendments, bill analysis, and any correspondences needed to support the district.
Qualifications	<p>EDUCATION Bachelor's Degree WORK EXPERIENCE 7+ years</p> <p>LEADERSHIP RESPONSIBILITIES Work Leadership. Regularly provides project management or team leadership to a group of two or more employees, but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.</p> <p>WORK COMPLEXITY/INDEPENDENT JUDGMENT Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.</p> <p>BUDGET AUTHORITY Participates in a group plan and/or budget development.</p> <p>PROBLEM SOLVING Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.</p> <p>IMPACT OF DECISIONS Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.</p> <p>COMMUNICATION/INTERACTIONS Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.</p> <p>CUSTOMER RELATIONSHIPS Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.</p>
Salary/Hours	\$78,000-103, 970
City, State, Zip	Houston, TX
Application Method	Apply online at http://www.houstonisd.org/site/Default.aspx?PageID=31697
Opening Date	Immediately

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