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St. Petersburg College

Position Title: Government Relations Director

Pay Schedule	Pay Grade	Classification Series	Classification Title
Administrative & Professional	I	Administrative Management	Administrative Director

Job Summary for Positions in this Classification

This is the first of five levels in the Administrative Management series. The classification is responsible for directing the activities of an assigned administrative related department or program. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
1.	Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
2.	Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.	Daily 20%
3.	Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.	Daily 30%
4.	Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.	Daily 15%
5.	Prepares and/or reviews reports, contracts, proposals and studies; makes recommendations on a wide variety of administrative or management policies.	Daily 15%
6.	Administers and monitors the departmental budget including allocating resources and approving expenditures.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

Educational Requirements*

Bachelor's degree in a related field to assigned area.

Experience Requirements*

Three (3) years of management experience in assigned area.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None.

Knowledge, Skills, and Physical Requirements

Knowledge:

- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Marketing principles;
- Negotiation and mediation techniques;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility;
- Computers and related software applications.

Skills:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Analyzing and developing policies and procedures;
- Interpreting and applying applicable laws, rules, and regulations;
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing, interpreting, and understanding technical and statistical information;
- Preparing and giving presentations;
- Speaking in public;
- Mediating and resolving conflicts and problems;
- Managing multiple projects and programs simultaneously;
- Writing technical procedures, policies, grants, contracts, and/or other related detailed materials;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Last Reviewed: Jun 20, 2013