

RIO HONDO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF COMMUNITY AND GOVERNMENTAL RELATIONS

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate Community and Governmental Relations programs and activities; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Executive Director of Planning and Development.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for Community and Governmental Relations programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Community and Governmental Relations programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct program needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Executive Director of Planning and Development; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Community and Governmental Relations; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Community and Governmental Relations program annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Community and Governmental Relations with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible relationship-building assistance to the Executive Director of Planning and

Development; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community and Governmental Relations programs, policies, and procedures as appropriate.

Coordinate interests of local governmental agencies and local officials and their staffs to promote partnerships.

Provide leadership for activities that increase the College's visibility in community activities and with business groups.

Coordinate and organize the College's relations with community based organizations and ensure that the College is appropriately represented at various civic and community events; coordinate the planning and presentation of designated special events for the community on and off campus.

Promote and coordinate collaborative partnership projects with local non-profit organizations.

Develop and analyze community profiles to be responsive to the unique needs of each community.

Work with local, State, and Federal elected officials to promote the College's interests.

Maintain a strong community presence by attending community events and becoming involved in local community-based organizations.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community and governmental relations.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of Community and Governmental Relations programs.

Organizational and management practices as applied to the analysis and evaluation of Community and Governmental Relations programs, policies, and operational needs.

Modern and complex principles and practices of Community and Governmental Relations program development and administration.

Principles and practices of budget preparation and administration.

Legislative analysis, process, and procedures.

Community relations principles and concepts.

Marketing principles and concepts.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for Community and Governmental Relations.

Develop community relationships and partnerships.

Recommend and implement goals, objectives, and practices for providing effective and efficient Community and Governmental Relations services.

Manage, direct, and coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Community and Governmental Relations issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Community and Governmental Relations goals.

Research, analyze, and evaluate new Community and Governmental Relations service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Community and Governmental Relations programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of responsible related program experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Bachelor's degree from an accredited college or university. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: May 11, 2005

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