

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Community & Government Relations		<i>Approval Date:</i> June 25, 2009
<i>Level:</i> 6	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0611
<i>Approved by:</i> College President		

GENERAL DESCRIPTION

Responsible for directing the College's governmental affairs and legislative advocacy program. Serves as governmental liaison with local, state and federal officials and community organizations.

KEY RESPONSIBILITIES

% OF TIME

1.*	Develops College-wide legislative agenda including advocacy at local, state and federal level.	40%
2.*	Prepares and submits internal and external legislation reports.	5%
3.*	Analyzes and interprets pending/implemented local, state and federal policy.	10%
4.	Assists the College President with various assignments that are College-wide in nature.	10%
5.*	Coordinates internal and external release of legislative/governmental information.	15%
6.	Assists College-wide implementation of legislation.	5%
7.	Serves on College-wide, community and state committees.	5%
8.	Assists in identifying alternative local, state, and/or federal fund sources for specially designated college projects.	5%
9.	Assists in gathering community support for college projects using community forums, open discussions, etc.	5%
	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required; Masters preferred.	
<i>Experience:</i>	5 to 7 years.	
<i>Planning:</i>	Plans events that will occur during the year and have effect on the department's annual expenditures and/or revenues. Scope of planning is college-wide.	
<i>Impact of Actions:</i>	<i>Operating Budget Responsibilities:</i> Provides incidental services indirectly related to the use or misuse of expenses. May have a major impact on revenues. Provides supportive advice, analysis, or related services.	
<i>Impact of Decisions:</i>	The position has primary responsibility for the long-range future of HCC and affects operations beyond the scope of HCC, i.e., into the local jurisdiction.	
<i>Complexity:</i>	Work is broad in scope covering virtually the entire College's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on HCC.	
<i>Decision Making:</i>	Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review/approve major recommendations, establish procedures, and coordinate technical/administrative recommendations.	
<i>Problem Solving:</i>	Requires choice of courses of action, limited by broad College policy, and requires understanding and evaluation of impact upon the College. Problems may involve exceptionally technical difficulty requiring consultation with outside experts. Policy, procedures, and precedent are created and/or approved by this position. Solutions affect College policy or the operations of campuses.	
<i>Communications with Others:</i>	Requires regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion. Continuing external contacts involving difficult negotiations calling for well-developed sense of timing, strategy, and detailed explanation and interpretation of policies, rules, and regulations.	
<i>Supervision of Others:</i>	Limited supervision for one or more functions. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines, ability to integrate information from diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge. May act in a consultative capacity.	
<i>Innovation/Creativity:</i>	Work constantly requires the development/enhancement of innovative and complex methods, procedures, products, or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College.	
<i>Working Conditions/Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table with intermittent standing, stooping and walking. Extensive travel, greater than 1,000 miles per month, normally applies.	