

Position Summary: The primary responsibility of this position is to advance, promote and advocate for the College's educational and economic interests and priorities.

This position requires professional and personal initiative, a self-starter, and working with a diverse campus community, higher education officials and our external community. The position requires the ability to analyze, synthesize, strategize, work under pressure, meet deadlines, network with elected and opinion leaders, and accurately report information. Representing the College with decorum and integrity is crucial.

The incumbent shall have knowledge of public policy, preferably related to higher education, a clear understanding of the legislative process and effective communications skills.

Typical Essential Duties

- In collaboration with the President, Chief of Staff, and Executive Leadership Team, assists in the development and implementation of College strategies for strengthening relationships with elected officials and government agencies and increasing their understanding of and support for St. Petersburg College.
- Works with College leadership to identify priority legislative and government relations opportunities for the College.
- Communicates and advocates College priorities to local, regional, state and federal elected officials and staff.
- Monitors legislation and policy activities, updates and advises College leadership and staff about relevant policy proposals and actions, and works with College staff to analyze potential impacts on the college. Communicates with the College community to inform them of relevant government issues.
- Works with Delegation members to submit member requests for SPC projects, including soliciting ideas, overseeing document preparation, securing sponsors, and ensuring inclusion in the budget.
- Supports activities and coordination in assistance of Pinellas Delegation meetings
- Supports the President when attending legislative meetings or events.
- Coordinates to develop a wide range of materials in support of the College's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
- Plans and implements events and other activities to support the College's government relations goals, such as town halls, news conferences, campus visits, and meetings.
- Provides technical assistance and training to College faculty and staff on government relations issues and communications protocols.
- Assists with the development and implementation of special projects, such as, but not limited to, facilities and construction projects.

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.

Compensation: \$87,351.91 - \$109,189.89

Requirements: Education:

Bachelor's degree in political science/government relations, public affairs, public policy, communications, business or related field. Advanced degree, including a law degree, a plus.

Experience:

Minimum five (5) years of progressively responsible and successful experience in government relations, or related experience, preferably in the education community.

Minimum two (2) years of experience working with the Florida legislature strongly preferred.

** 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.*

Knowledge:

- Local, state, and federal legislative and executive processes;
- 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:

- Demonstrated ability to build and maintain collaborative relationships with government officials and community stakeholders;
- Outstanding communication (oral and written), interpersonal, and presentation skills required for a wide range of audiences;
- Working under pressure in a fast-paced, complex environment;
- Analyzing and interpreting legislation and policy documents;
- Legislative advocacy, negotiation and persuasion;
- Planning and organization;
- Managing and coordinating special projects;
- Developing and implementing strategic plans as well as responding to short-term objectives;
- Attention to detail and strong follow-through;
- Critical and strategic thinking;
- Event planning and management;
- Working independently, as well as with teams;
- Working with people from diverse academic, cultural and ethnic backgrounds;
- Utilizing computer technology for communication, data gathering and reporting activities;
- Strong listening and rapport building skills
- Technologically savvy with social media;
- High level of flexibility
- Excellent leadership and selling skills, and demonstrated understanding of sales processes
- Excellent analytical skills and consultative selling ability
- Excellent verbal and written communication, presentation, influential, negotiation, and problem-solving skills
- Proactive, motivated, self-starter with strong organizational and time management skills, self-directed, and able to handle multiple priorities and projects with demanding timeframes; adaptable and able to pivot quickly
- Ability to work collaboratively with colleagues and staff to create a high-quality results-driven, team-oriented environment
- Proven ability to build, close and maintain a pipeline of clients/partners through networking, prospecting and closing deals

- Ability to identify specific needs and challenges of clients and partners
- Strong customer service skills
- Ability to cultivate maintain relationships
- Strong follow-up and follow-through skills
- Knowledgeable of computers and related software applications, including customer relationship management (CRM)
- Marketing and social media skills
- Knowledgeable of workforce trends in targeted regional industry sectors preferred
- Supervisory skills with strong ability to lead a team
- 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, 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. 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.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
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

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eao_director@spcollege.edu.