

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

CHIEF DEPUTY, GOVERNMENTAL AFFAIRS

Certificated Job Description

APPROVED

RANGE: SALARY SCHEDULE # 19

IMMEDIATE SUPERVISOR:

Kern County Superintendent of Schools

ESSENTIAL FUNCTIONS:

1. Under direction, plan, organize, direct and manage the governmental affairs operation of KCSOS; work directly with the Kern County Superintendent of Schools to coordinate all KCSOS governmental affairs activities; arrange for appropriate services from individuals and firms through contracts; and perform related duties.
2. Provide overall supervision of governmental affairs work of the KCSOS.
3. Provide overall leadership/guidance on state budget analysis; technical assistance to school superintendents on fiscal and policy issues before the state legislature; and direct communication on behalf of KCSOS with state officials.
4. Plan, organize and conduct presentations on behalf of the KCSOS to school trustees, senior school district administrative staff and the public related to the governmental affairs work of the KCSOS.
5. Sit on various state-appointed committees and panels.
6. Present at various state and local conferences and workshops.
7. Supervise and evaluate governmental affairs staff and other staff as assigned by the Superintendent.
8. Reflect to the division philosophies and attitudes as expressed by the Superintendent of Schools.
9. Plan and organize meetings to carry out internal and external functions of the division.
10. Meet with various state agencies to discuss KCSOS operations and respond to questions.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Possess knowledge of and willingness to stay abreast of trends, innovations and practices in school administration and finance.
2. Thorough knowledge of California school law and finance, as well as the issues affecting public school finance and school business, curriculum and instructional and operational management in California.

3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Have the proven ability to communicate effectively, both verbally and in written materials.
2. Relate and communicate with school administrators, board members, elected officials, community leaders, media staff and the public.
3. Have the demonstrated ability to work harmoniously with the staff, administrators, school boards, state agencies, elected officials and the public both as a leader and group member.
4. "This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details."
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Master's or Doctorate degree.
2. Administrative Credential required.

B. Experience:

1. Five (5) years of administration or supervision experience, with superintendency desirable.
2. Three (3) years of experience in a county superintendent of schools office.

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