

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

**ASSISTANT SUPERINTENDENT – GOVERNMENTAL AFFAIRS**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Kern County Superintendent of Schools

**ESSENTIAL FUNCTIONS:**

1. Provide leadership, analysis, technical assistance and guidance on state and local initiatives.
2. Under the direction of the Chief Deputy of Governmental Affairs, plan, organize, and support the governmental affairs operation of KCSOS.
3. Provide 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. Under the direction of the Deputy Superintendent of Instruction, provide leadership regarding state and local initiatives such as Kern Education Pledge, Kern Integrated Data System, GEO Lead and Statewide System of Support.
6. Communicate with K-16 partners and work groups to advance the implementation of the Kern Education Pledge action plans and other initiatives and priorities as directed by the Superintendent of Schools.
7. Coordinate KCSOS committees, attend county office meetings and events and participate in other department meetings.
8. Collaborate with K-16 public education and private partners to support CTE, Career readiness, and college preparedness programs countywide.
9. Develop business partnerships to create internships and apprentice opportunities for students.
10. Sit on various state-appointed committees and panels.
11. Present at various state and local conferences and workshops.
12. Reflect KCSOS philosophies and attitudes as expressed by the Superintendent of Schools.
13. Participate as a member of senior cabinet and act as interim superintendent at local school districts as needed, upon the direction of the County Superintendent.

**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 instruction, 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 and 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 Credentialed required.

B. Experience:

1. Five (5) years of experience in public school administration or supervision experience, with superintendent experience desired.
2. Three (3) years of experience in a County Superintendent of Schools Office required.

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