

Anoka-Hennepin Independent School District #11
Job Description

Title: Executive Director of Community Education & Government Relations
Department: Community Education / Communication & Public Relations
Reports To: Superintendent
Prepared Date: February 2022

SUMMARY OF RESPONSIBILITIES

Direct the District's Community Education Department, Print Shop, and Government Relations and Elections. Coordinate district services with governmental units, community agencies, and other school district programs and services. Perform the following duties personally or through subordinate supervisors. This position serves on the Superintendent's Cabinet.

DUTIES AND RESPONSIBILITIES

- Facilitate the implementation and development of strategic initiatives in areas of responsibility to support the mission and goals of the school district.
- Identify, recruit, hire and develop personnel to deliver programs and services.
- Direct, manage, and align budgets to achieve school district objectives.
- Evaluate services to insure they are achieving desired outcomes with high levels of quality.
- Design and develop business processes that are efficient and effective.
- Assure compliance with district policies, state, and federal law.
- Communicate effectively with district stakeholders.
- Provide recommendations to the School Board in planning and providing services.
- Create opportunities for public engagement and prepare reports and publications to promote public understanding and support for district programs.
- Direct school district election activities and provide oversight to Anoka County elections contract.
- Develop, recommend, and communicate the school district's legislative platform and positions.
- Coordinate legislative activity with the School Board and supervise the work of the contract lobbyists.
- Respond to requests for information, explanation, rationale, complaints, and concerns received by the Superintendent.
- Prepare, recommend, and monitor program budgets for the allocation of resources in the areas of oversight.
- Perform other tasks and assumes other responsibilities as the Superintendent may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Director of Community Education, and indirectly supervises their employees. Has responsibility for the overall direction, coordination, evaluation, and supervision of these employees in accordance with District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, and disciplining employees; addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree in a related field. Master's Degree preferred. Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Minnesota Community Education Director License.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Community Education programs and services.

Knowledge of programs and services provided by other organizations in the community.

Knowledge of the legislative process.

Skilled in creating and maintaining budgets.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze and interpret written documents, including governmental regulations.

Ability to write comprehensive reports, business correspondence, and procedure manuals.

Ability to make formal presentations and effectively present information and respond to common inquiries or complaints from the School Board, administrators, teachers, other district employees, students, legislators and the general public.

Skilled in verbal and written communication to a diverse audience.

Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.

Ability to maintain regular attendance, which includes completing an assigned day, and attending/working evening and weekend obligations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.