


**JOB DESCRIPTION: Legislative Advocate**
**Job Code:** 1102      **Department:** Legal      **Location:**
**Approved By: General Counsel-George Battle**
**FLSA Status:** Exempt      **Last Revised:** October 2016      **Version:** Final

Summary: Responsible for promoting the District's legislative program at the local, state and federal levels. Monitors and anticipates legislative landscape to address, prevent issues and influence the market. Fosters, enhances and promotes positive, proactive relations with local, state and national government agencies staff, legislators and other identified external audiences that impact legislation at the local, state and national levels. Facilitates communication, information sharing, strategic planning and overall positive, proactive relations with local governmental organizations.

Essential Duties: (These duties represent a sample and may vary by position.)

- With the approval of the General Counsel, engages, supervises, directs and evaluates any retained outside consultants providing assistance with the District's legislative activities.
- Engages directly with elected officials, policy-makers and staff in the executive and legislative branches of state and local government
- Drives legislative policy development on key education issues
- Represents the District as a participant or advisor in developing and presenting testimony and public policy
- Develops a network of associations, industry partnerships and non-profit groups and others to support policies that will help promote education
- Conducts research, analyzes and make recommendations on legislative and policy issues along with implications for the District
- Keeps local, state and federal elected officials up to date on relevant information about the school system that will help ensure responsible decision making
- Monitors and tracks education-related legislation and budget initiatives that impact the district; keeps appropriate internal stakeholders apprised of any related bill activity, movement or amendments
- Prepares briefings, legislative memos, testimony and correspondence for the Superintendent and/or Board of Education
- Gathers input from staff and Board Members as to issues needing legislative or regulatory agency action
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Board of Education
- Reviews current developments, literature and technical sources of information related to job responsibilities
- Follows federal and state laws, as well as Board of Education policies
- Relationship building with local elected officials and municipal staff and the NC School Boards Association
- Reports to and performs other duties as assigned by General Counsel

Education and Experience:

Minimum	Preferred
<ul style="list-style-type: none"> <li>• Bachelor’s degree in public policy, education, public relations, communications or related field</li> <li>• Five (5) years experience in legislative policy; lobbying; working with Executive and Legislative branch elected officials, advocacy groups and the public</li> <li>• Political campaign experience either as a candidate or high-level staffer with demonstrated effectiveness in political communications</li> </ul>	<ul style="list-style-type: none"> <li>• Former elected official</li> <li>• Local government experience</li> </ul>

Licensing / Certification Requirements: N/A

Knowledge / Skills / Abilities:

- Knowledge of current problems, developments and trends in public school education, local government and private sector and nonprofit organizations
- Knowledge of local, state and federal legislative processes and procedures
- Knowledge of Board of Education rules, policies and functions
- Ability to perform research using historical data and the internet
- Ability to compile, analyze, interpret and extrapolate information and numerical data to make recommendations
- Ability to make arithmetical calculations rapidly and accurately
- Ability to establish and maintain rapport with district personnel, the public and officials and personnel of organizations
- Ability to exercise initiative and good judgment
- Ability to summarize and report the content of proposed legislation as it impacts the district
- Advanced oral, written and electronic communication skills
- Experience delivering successful presentation
- Strong knowledge of, and relationships with, key networks in local, state and federal government on issues related to education

Physical Requirements: The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities frequently involving driving automotive equipment.

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