



Job Description

Job Title:	Director, Government Affairs	FLSA Status:	Exempt
Department:	Office of the President	Reports to:	Vice President of External Affairs
Effective:	July 19, 2021		

PURPOSE

The Director of Government Affairs develops, plans, and manages CareerSource Florida's legislative affairs programs. This job is focused on establishing and fostering relationships with external and government stakeholders including local, regional, state and federal policy leaders. The Director of Government Affairs works to strengthen the talent development and workforce network and promote the development of sound legislation, policy and practices. Key in promoting the mission and goals of CSF, the Director of Government Affairs provides feedback to leadership on the organization's governmental education and outreach efforts in support of policies, programs and strategic initiatives.

DUTIES AND RESPONSIBILITIES

- Initiates, prepares, interprets, reviews and monitors legislation affecting the CareerSource Florida network in coordination with CSF's senior management.
 - Works with the Vice President of External Affairs and other CSF leaders on strategizing, designing and implementing education efforts in support of key policies, programs and initiatives.
 - Reviews and analyzes legislation and regulatory actions that may affect the workforce network and provides information to CSF leadership and staff. Prepares internal briefings on legislative interpretations as well as timely external stakeholder updates on key legislative actions.
 - Supports strategic outreach to local and state elected officials and their representatives as well as federal elected and appointed officials, as appropriate, to address key workforce issues.
 - Coordinates legislative presentations for CSF executive leaders.
 - Represents CSF's position on legislation, as appropriate, to special interest groups, local, state and federal agencies and representatives.
 - Develops information and education workshops on CSF issues for legislative members and staff as appropriate.
 - Along with the President and CEO and other senior leaders, serves as a key liaison to the Executive Office of the Governor on policy issues.
 - Assists in drafting statutory language, correspondence, and other documents relative to legislative and administrative processes.
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- Provides input regarding communications and public relations strategies to enhance awareness of CSF mission, priorities and achievements as well as the accomplishments of the workforce network to support Florida job seekers, workers and businesses.
- In consultation with the President and CEO, oversees the process for recruiting, initiating and shepherding board member appointments with the Governor's appointments office.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of five (5) years of proven experience lobbying, coordinating or managing complex programs in a corporate or public-sector environment.
- Knowledge of the state's talent development and workforce systems, and/or economic development and related programs.
- Knowledge of Florida's legislative and executive branches.
- Excellent written and oral communication skills along with a proven ability to develop and maintain working relationships with internal and external stakeholders.
- Competent project management skills including project planning, initiating, executing, controlling, and closing as well as attention to detail.
- Proficiency with Microsoft Office products, including Outlook, Word, Excel, PowerPoint, and project management tools.
- Ability to travel as required.

EDUCATION OR CERTIFICATIONS

Bachelor's degree in a related field.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing and bending.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE

Grade 11: \$62,568 - \$80,035 - \$97,307

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
