



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/14

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Director of Governmental & Legislative Affairs

JOB SUMMARY

The Director of Governmental & Legislative Affairs serves as a primary liaison for the University for legislative relations. Monitors and tracks higher education related legislation, policy and funding issues that may have an impact on the University. Informs the Chancellor and President and other University officials of relevant legislative matters. Responsible for assisting and providing administrative direction in matters related to governmental affairs. Work is performed under minimal supervision and performance is based on effective operation of the administrative function.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President.

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Attends legislative hearings and committee meetings as well as monitoring other legislative related actions, providing updates on higher education policy issues as they pertain to the University.
- Tracks and analyzes bills filed, along with actions taken, which impact the University during each legislative session and provides timely updates to the Chancellor and staff as needed.
- Provides policy influence leadership related to the goals and best interests of the University.
- Develops relationships with governmental agencies and offices to maintain communication on behalf of the University.
- Provides a bill analysis for those bills impacting the University during each legislative session and a legislative summary of bills passed each biennium in the Texas Legislature that affect the University and its operations.
- Conducts research on higher education issues to assist in providing pertinent and timely information to legislators and their staffs.

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- Assists and coordinates with other university officials on effective state funding strategies.
- Tracks and coordinates University submissions and responses to legislative requests.
- Attends Texas Higher Education Coordinating Board meetings and monitors the Council for Public University and Chancellors meetings and activities providing updates on higher education policy issues as needed.
- Drafts reports, correspondence and other communications on behalf of the Chancellor and President.
- Coordinates meetings with state and federal legislators as requested.
- Works with legislative consultants in Austin and coordinates conference calls during session with Chancellor and President, cabinet and consultants regarding higher education bills.
- Monitors state elections as they pertain to districts involving TWU campuses. Updates files due to election results so that TWU is prepared to respond to legislative requests based upon the most current information available.
- Performs special projects as assigned by the Chancellor and President.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required, master's degree preferred.

EXPERIENCE

Five years' experience with collegiate, non-profit, or governmental setting. The ability to work cooperatively with internal and external agencies. Outstanding interpersonal, communication, policy development and oral presentation skills are required. Must be familiar with Texas Higher Education Codes and Texas laws.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to understand and interpret state, federal, and University policies, regulations, and law.

- Ability to establish and maintain effective work relationships with administrators, students, faculty, staff, public, government office staff, legislators and other dignitaries.
- Knowledge of higher education and legislative processes, rules, and procedures.
- Understanding of government functions and the various agencies.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to perform analytic thinking and attention to detail.
- Ability to handle confidential and sensitive matters with discretion and neutrality.
- Ability to negotiate and resolve highly sensitive, complex and/or unprecedented problems.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Hours outside the normal workday may be required.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.