



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

DIRECTOR – GOVERNMENT RELATIONS & STAKEHOLDER ENGAGEMENT – OFFICE OF POLICY

Minimum Qualifications:

- Bachelor's degree required and valid Ohio administrative license or certificate appropriate for the assignment
- Extensive policy-level experience in the field of health and human services or education.
- Knowledge related to current research, practice, strategy and policy around families and children/youth/adults with special health care needs and/or with or at risk for disabilities, including the lifelong effects of adverse childhood experiences (ACEs).
- Knowledge and experience in cross agency collaboration and educational environments.
- Leadership experience in an area of policy, strategy, and innovation within health and human services or education.
- Experience in organizational development and management solutions.
- Experience developing and implementing federal, state and/or local grants and contracts.
- Experience building internal infrastructure to keep pace with market trends and sustain projects developed.
- Professional development or training experience including production and delivery of content.
- Innovative thinking, strong initiative, drive to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission.
- Proven experience and ability to adhere to timelines, meet deadlines, and complete activities as planned.
- Strong analytical, organizational, and problem-solving skills.
- An effective team leader and collaborative team member who can work collaboratively internally and externally with a variety of people and organizations, both public and private, and who values the success of the overall group.

- Excellent written and verbal communication skills. Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers.
- [SEP] Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments. [L] [SEP]
- Ability to independently travel within the state for meetings, consultation, and professional development when needed.

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: OCALI Executive Director

Job Objectives:

Works with the Executive Director to establish and maintain relations with state government, associated agencies and stakeholders throughout the state of Ohio in meeting the educational needs of youth identified as being autistic.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Coordinates government relations and stakeholder engagement activities
- Manages, communications, and implements Ohio Autism Recommendations, Quality Lives, and Pursuing Quality Lives.
- Leads the Governor's Interagency Work Group on Autism (IWGA), conducting regular meetings with all participating agencies, and implementing projects, as needed.
- Responds to Agency and Government requests for disability-related information required for policy development or decision-making and coordinates regular meetings with Agency and Government personnel.
- Keeps current on research, interventions, new information and trends related to disability.
- Elevates the significance of the unique characteristics and concerns of disability in policy, including budget, discussions.
- Develops and maintains working relationships with key disability experts, family groups, professional organizations, services providers, advocates, transition services and Ohio/National leaders.
- Coordinates disability-related events/activities as requested by leadership, including press conferences and site visits for leadership.

- In cooperation with the Director of Strategy, Innovation & Forecasting, initiates and facilitates projects of national and state significance.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020