



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Executive Director of Government Relations & Special Projects	12/19/24
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12 mos.
Normal Position Work Dates	FLSA
July 1-June 30	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0 FT	N/A
Department/Division	Work Location
Office of the President	Monmouth
Reports to	Reports to Position Number
WOU President	E99642
Incumbent	Position Number
	E99755

SUMMARY
Please provide a brief summary of the position.
<p>The Executive Director of Government Relations & Special Projects reports directly to the president and is a member of the senior leadership team. The Executive Director of Government Relations & Special Projects leads the government relations function at the university and in consultation with the senior leadership team the position proactively executes a government relations strategy that supports the mission and vision of the university. The position works directly with the President to represent the university on matters pertaining to governance, laws, and rules.</p> <p>The Executive Director of Government Relations & Special Projects works directly with the President and other Cabinet members to develop a political/legislative advocacy program for Western Oregon University and higher education in Oregon. This program includes working with peers at other Oregon public universities advocating for consolidated funding requests for biennial operating budgets and capital improvement and renewal (CIR) biennial allocation requests for Oregon public universities to be considered by the Oregon Legislature. This position also works with WOU's Federal Congressional delegation of Federal requests for funding. In addition, this position will be a member of the Oregon Council of President's Legislative Advisory Committee on all bills and laws proposed or enacted that affect WOU, including interacting with the Higher Education Coordinating Commission (HECC). This position will also provide support for special projects as assigned by the President.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

100%	<ul style="list-style-type: none"> ● Serves as the University's key advocate with government and other stakeholders, including the Oregon Legislature, Federal Congress, the Office of the Governor, and the Higher Education Coordinating Commission. ● Develops and oversees the legislative/political advocacy program and proposes to the President, Cabinet, and WOU's community key initiatives for each legislative session. ● Represents the University with the President at the Oregon Council of Presidents (OCOP). ● Participates in relevant internal and external committees and work groups to ensure collaborative communication and exploration of resources necessary to augment the University's funding, including, but not limited to the Board's standing committees, the President's Cabinet, the Legislative Advisory Council, and the WOU Academic Affairs Council. ● Coordinates higher education events in the capitol, including TRU Day and related activities involving faculty, staff and students to lobby on behalf of WOU. ● Develops and maintains relationships to ensure students, faculty, staff, and affiliated labor unions support WOU's Legislative requests. ● Supports and provides Legislative testimony to support or respond to bills and laws that could affect WOU. ● Engages with various internal and external groups, including local governments and the business community to support shared goals and initiatives. Actively engages with Monmouth and Independence city councils and Central School District's Board to effectively build relationships. ● Provide legislative updates to the campus, Board of Trustees and other groups as needed. ● Assist with special projects as assigned by the President. ● Other duties as assigned. 	Essential
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EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree	X	<input type="checkbox"/>	in a related field or bachelor's degree in a related field and 6 years of experience with

			increasing levels of responsibility in management, government relations, education and/or public relations
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	X	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Demonstrated commitment to diversity, equity and inclusion	X		
Demonstrated transparent and high integrity leadership skills	X		
Demonstrated success in articulating strategic priorities with legislators	X		
Demonstrated decision making and reporting	X		
Demonstrated organizational abilities including planning, delegating, program development and task facilitation Demonstrated knowledge of fundraising strategies and donor relations unique to nonprofit sector	X		
Demonstrated ability to collaborate effectively and engage with board members, volunteers and donor groups	X		
Demonstrated excellent - communication skills including the ability to provide detailed presentations to a diverse audience	X		
Demonstrated ability to interface and engage diverse volunteer and donor groups	X		
Demonstrated ability to oversee and collaborate with staff	X		
Extensive experience in legislative relations in the State of Oregon		X	
Professional experience in communications and public affairs		X	
Senior management experience in higher education		5 Years	
Experience with higher education marketing strategies, strategic advertising and branding		X	

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Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Commitment to promoting and enhancing diversity, equity, and inclusion.
- Building cohesive teams and motivating staff toward high quality achievement and fulfillment of strategic plans.
- Ability to work across partisan and ideological lines to build consensus for university issues.
- Excellent communication skills, including written, oral and listening.
- Ability to communicate and build relationships with internal and external constituencies in a professional manner, including articulating the university's message with clarity and enthusiasm.
- Ability to maintain tact, and diplomacy in dealing with complex, sensitive and confidential issues.
- Understanding of the unique culture of higher education.
- Ability to manage a budget to meet employee and organizational needs with fiscal responsibility and integrity.
- Ability to create or facilitate the creation of solutions in complex systems and processes.
- A strong commitment to, and knowledge of, the mission of the University.
- Knowledge of principles, practices and ethics of public relations.
- Ability to establish and maintain positive and effective working relationships with students, employees and the public.
- Organizational skills in handling, directing and prioritizing multiple and complex assignments and projects.
- Ability to communicate effectively; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to university leadership, public groups, and/or boards of directors.

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
XNone			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>

Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input checked="" type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:	
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources Forms Page .	
Scope of Decisions Made:	Authority-Division/School.
Impact of Decision Made:	University
Autonomy and Discretion:	Independent work, overall direction
Fiscal Authority:	Choose an item.
Fiscal Responsibilities:	Budget
Operating Budget (\$):	\$ 2 M
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 50%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken

NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES:

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