

**POSITION DESCRIPTION FOR
TEXAS COUNCIL OF COMMUNITY CENTERS:
Chief of Government Relations**

General Description

The Chief of Government Relations reports to the Chief Executive Officer (CEO) of the association.

As an integral member of the Texas Council team, in consultation with system leadership, and by direction of the CEO, the Chief of Government Relations leads the government relations functions of the association by developing and executing a comprehensive, proactive plan that advances the public mission of the Community Center/Local Authority system.

In developing and executing legislative priorities, the Chief of Government Relations will work directly with relevant state agencies, advocacy organizations, elected officials, and other local, state, or national organizations that have interested in, or impact on, community-based mental health and intellectual disability services.

Education and Experience

Education: Minimum requirement of master's level degree or comparable experience with degree and/or coursework focus in public relations, public affairs, political science, communications, public administration, or related field. Relevant experience may substitute for the degree requirement.

Five (5) years' of progressively responsible, professional experience in government relations and/or the legislative process.

Special Qualifications

1. Working knowledge of and demonstrated ability to relate effectively with Executive Directors and state agency leadership.
2. Demonstrated commitment to the Community Center system as a valuable component of the Texas health care system.
3. Demonstrated ability to develop constructive and positive relationships with individuals and groups, even where differences in ideas, goals, and strategies may exist.

4. Knowledge of state and federal legislative process, as well as current local, state, and national issues affecting Centers/Local Authorities in their public mission related to the delivery of mental health, substance addiction, and IDD services.
5. Knowledge of the role of local executive leadership, the board of trustees, and the Center/Local Authority's relationship to local government.
6. Demonstrated ability to function effectively in an upper-level management position.

Duties and Responsibilities

As directed by the Chief Executive Officer:

1. Interact regularly with Executive Director's (ED) Consortium and other system leadership to ensure association focus on system priorities.
2. Participate in development and implementation of Texas Council strategies.
3. Apprise the CEO, ED leadership/consortium, and CFOs on subjects and information necessary to make decisions related to the issues affecting system legislative strategies.
4. Provide guidance on local legislative strategies to association members.
5. Develop cooperative and positive working relations between the Texas Council and other groups and organizations that have an interest in or impact on community-based mental health or mental intellectual disability services. Activities include, but are not limited to:
 - a. Maintaining a liaison relationship with the local, state, and national organizations involved in advocacy for or delivery of mental health or intellectual disability services.
 - b. Maintaining and fostering an ongoing positive and cooperative relationship with Health and Human Services Commission leadership and staff.
 - c. Developing and maintaining relationships with public officials and their staff.
 - d. Maintaining and fostering an ongoing interactive relationship with Community Centers in Texas, keeping the CEO, Executive Directors, and Texas Council board informed about legislative priorities and system initiatives.

- 6.. Analyze and interpret legislation and policy documents.
7. Utilize computer technology for communication, data gathering, and reporting activities.
8. Prepare a variety of written communications such as reports, testimony, and fact sheets.
9. Communicate complex concepts, both orally and in writing.

Salary

Salary negotiable. Generous benefit package, including employer retirement contribution, health care insurance stipend, holidays, and paid leave.