



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF THE STATE SUPERINTENDENT

August 3, 2018

POSITION TITLE: Director of Education Policy and Governmental Relations
(Designated Administrative Manager Senior II)

POSITION NUMBER: 039464 (JobAps #18-005224-0001)

SALARY: State Salary Grade 24
Annual Salary Range: \$73,612 - \$118,197

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This management service position, which reports to the State Superintendent and is responsible for coordinating education policy and legislative operations for the Office of the State Superintendent and the Maryland State Board of Education, managing all Department relations with the Maryland General Assembly, communicating and advising department leadership, executive leadership in other state agencies, educational, and education advocacy organizations.

DUTIES AND RESPONSIBILITIES: Directs, and coordinates all facets of the State legislative process for the Department and State Board of Education; monitors bills, negotiates with legislative committee members, approves testimony, drafts legislation, produces reports, and conducts follow-up pertaining to education, libraries, and rehabilitation services; communicates and advises Governor's Legislative Office and other legislative and government officials on educational policy; advises Department executive staff and directs communications for the State Superintendent with respect to education policy issues and activities involving highly sensitive issues and/or situations with legislative and political implications; develops of legislative positions, and resolution of problems to effectively support school improvement and student achievement; oversees priority projects to advance the State education reform agenda; coordinates work of executive level staff and follows up to ensure that work is completed to specifications; represents the State Superintendent at internal and external meetings, commissions, panels and forums.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or 36 post baccalaureate credit hours of coursework in Education, Public Administration or a related field. Juris Doctor (J.D.) is preferred.
EXPERIENCE: Five years of administrative and/or management experience in an education or related field/program. Experience with Education Policy or Government relations is desirable.

ESSENTIAL REQUIREMENTS: Knowledge of state and national education policy issues; knowledge of politically sensitive education initiatives; skill in communicating the education policy and assessing and communicating the impact legislative decisions on education initiatives; skill in managing projects and processes across multiple areas of the organization; skill in organizing and managing multiple tasks; demonstrated ability to effectively lead and manage the activities of legislative concern; ability to maintain a strong customer service orientation; ability to delegate direction and manage multiple initiatives simultaneously; ability to interface, impact and influence at all levels within the organization; ability to interpret federal and State policies, regulations, laws, and procedures; ability to assess and identify problems and recommend appropriate improvements and solutions; ability to use sound judgment; ability to communicate effectively both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](#)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Director of Education Policy and Governmental Relations (Designated Administrative Manager Senior II) position# 039464 JobAps #18-005224-0001**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by August 17, 2018 - Open until filled.