



California Disability Services Association

Position Description

Updated on 3/26/10

Title

Government Affairs Director

Type

Full time, exempt

Current Incumbent

Open

Supervisor

Executive Director

Overview

The Government Affairs Director guides the development and implementation of the association's public policy work.

Primary Duties

Committee Support – Assist the committees that discuss and develop CDSA positions on public policy, including legislation, the budget, and regulations. This will involve preparing materials and recommendations on current issues, scheduling meetings, assisting the committee chairs in running the meetings, preparing minutes of meetings, developing materials and carrying out initiatives formulated by the committees.

Issue Research – Carry out the research, surveys, and consultation to develop necessary expertise about all issues of importance to CDSA.

Position Development – Develop complete statements of CDSA positions on all issues identified by committees or staff as important to CDSA. These statements should delineate the issue, CDSA's stance, and the background facts and reasoning. From these complete statements, develop simplified versions for use in educating members, lobbyists, legislators, and the public.

Communication – Keep members informed by sending e-mail reports on CDSA positions on issues, actions of the state legislature and administration, state regulatory changes, and federal issues. Produce edited versions of some reports for the family listserv. Speak at caucus meetings and CDSA conferences on current issues. Develop reports on current projects/activities and progress for submission to committees and the CDSA Board.

Lobbying – Meet regularly with CDSA's Executive Director and any contracted

lobbyists to communicate CDSA positions, discuss strategy, and ensure accountability. Assist the CDSA Board in evaluating contracted lobbyists. Develop, activate and support grassroots lobbying initiatives. File quarterly lobbying disclosure reports. Assist with lobbying activities as needed: testifying at hearings, explaining CDSA positions to legislators and their staff, drafting language for bills, and meeting with DDS and DR staff on regulatory and administrative issues.

Relationship Building – Build and maintain relationships with legislators and their staff, executive branch agencies, members, other associations, and stakeholders.

Training and Education – Provide training to members and families on grassroots lobbying. Hold educational sessions that provide a deeper understanding of current issues. From such presentations, develop presentation materials that can be posted for general use.

Additional Duties

- Assist in organizing and supporting activities at conferences and meetings. This will include scheduling appointments with legislators, recruiting trainers and speakers, and developing or editing support materials.
- Participate in regular staff meetings
- Other duties as assigned

Experience

- Any combination of experience equivalent to 5 years of work in state government, associations, and disability services
- A minimum of 3 years of professional-level evaluative, analytical, planning, and advocacy work related to government and legislative programs

Skills and Knowledge

- Knowledge of California government and legislative processes
- Understanding of California human services programs; knowledge of Lanterman Act and DDS system helpful
- Excellent research and writing skills, with the ability to reduce complex issues to clear bullet points and metaphors
- Strong speaking, presentation, and interpersonal skills
- Ability to develop strong working relationships
- Ability to multi-task and organize
- Ability to work under tight deadlines
- Knowledge of Microsoft Office suite programs

Training

BA in public administration, social work, political science, public policy, finance or related field

Working Conditions

Position requires:

- Ability to work long and flexible hours

- Ability to travel, including driving a car
- Ability to lift 25 pounds