UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS
Salary: $97,400 - $136,400 (Minimum of Range - Midpoint of Range)
Job #: 20090046
Close Date: 03-29-2009

THIS IS AN INTERNAL RECRUITMENT, OPEN TO CURRENT UNIVERSITY OF CALIFORNIA EMPLOYEES ONLY.
Under the general direction of the Associate Vice President and Director, State Governmental Relations, this position has primary responsibility within the UC Office of State Governmental Relations (Office of the President) for leading and managing a team of Legislative Directors who serve as the University's key advocates and spokespersons in Sacramento and Legislative Coordinators, who monitor legislative developments. Incumbent is responsible for providing expertise, analysis, political strategy and advocacy on behalf of the University. Incumbent has direct accountability for outcomes and for protecting the University's interests. The position requires detailed knowledge of the functions, organizations, structure and procedures of UC and the executive and legislative branches of California government. The position also requires direct and constant interaction with key personnel within the University, including the Office of the President, the ten campuses and their research units, representatives of the Governor's office, and the California Legislature and staff.

JOB REQUIREMENTS

• Bachelor's degree or an equivalent combination of education and experience and 10 years increasingly responsible experience in a large, complex academic or governmental organization.
• Leadership and management skills and experience, including the demonstrated ability to supervise, delegate, communicate, mentor, and solve problems with a diverse, creative staff.
• Demonstrated thorough knowledge of public policy as well as detailed knowledge of the organization, functions, processes and procedures of the California legislature, Executive Branch, and state higher education.
• Demonstrated exceptional acumen and interpersonal skills to sustain or establish and maintain strong working relationships with key personnel within the University of California, and in the State Government, both in the Legislative and Executive Branch, who are in positions of influence on issues of importance to the University.
• Demonstrated detailed knowledge of the University of California, the Office of the President, the campuses and issues of importance to the University and higher education.
• Working knowledge of the procedures for decision-making with the University and key personnel within the UC system who can assist with timely analysis or information about state issues.
• Demonstrated ability to analyze state and national trends, issues and policy developments that could impact the University as well as proven success in developing and implementing strategic communications plans.
• Proven ability to be a clear, creative, and critical thinker in an environment characterized by ambiguity and crisis.
• Excellent analytical skills as demonstrated by a sensitivity to and ability to identify those issues critical to the success of a desired outcome; the ability to quickly research and collect pertinent information from related reports and knowledgeable persons, to integrate essential information, and use that information to define and validate options and alternatives; and the ability to
develop recommendations and justification for the most productive course of action. This requires insightful and creative skill in reasoning and logic as well as the independent exercise of solid judgment.

- Excellent verbal and presentation skills to articulate ideas clearly, concisely, and persuasively.
- Demonstrated ability to coordinate with and work effectively in a team-oriented environment, seeking information from multiple sources and collaborating with multiple constituents to achieve an accurate and comprehensive perspective.
- Demonstrated proficiency with MS Office Suite and e-mail.

**University of California** (UC), one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research and public service. The UC Office of the President is the corporate headquarters to the ten campuses, five medical centers and two Department of Energy National Labs and enrolls premier students from California, the nation, and the world. University benefits include medical, dental and vision insurance effective on the first day of employment, a generous sick, vacation and paid holiday program, an excellent retirement savings and investment plan, and more.

**HOW TO APPLY:** For a complete job description or to apply for this position, please visit:  [http://jobs.ucop.edu/applicants/Central?quickFind=52889](http://jobs.ucop.edu/applicants/Central?quickFind=52889)

To review a complete list of all of UCOP’s open positions please visit the University of California Office of the President Employment Website: [http://jobs.ucop.edu](http://jobs.ucop.edu)

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