

# Florida State Courts System Class Specification

## Class Title: Director of Community and Intergovernmental Relations

Class Code: 9090

[Pay Grade 35](#)

### General Description

The essential function of the position within the organization is to provide professional support to the Florida Courts System's legislative and civic outreach programs. The position is responsible for staff supervision; developing policy, communication and legislative strategies and priorities; advancing the legislative agenda; providing strategic communication support to court programs, activities and initiatives; providing communication counsel; serving as media spokesperson. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops policy guidelines, communication and legislative strategies, and priorities for the Chief Justice and State Courts System.

Develops and maintains effective working relationships with judicial leadership and court administrators relevant to communication and legislative activities.

Serves as liaison to legislators and legislative staff; directs preparation of fiscal and judicial impact statements; establishes and maintains relations with the executive office of the Governor and executive branch.

Provides communications program direction for Community Civic Outreach; develops strategic communication plans and provides strategic statewide communication support to court programs, activities and initiatives.

## **DIRECTOR OF COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

Directs production of a comprehensive array of vehicles to communicate legislative priorities and the status of court-related legislation, such as Legis-link, Fact Sheets, or Abstracts of Pending and New Legislation.

Writes and/or edits articles, speeches, reports and policy statements for review by the State Courts Administrator.

Coordinates the State Courts System public information and media relations effort statewide at all levels of the court; serves as statewide coordinator for initiatives and actions of responsibility for the judicial system.

Advances the goodwill of the judicial branch of the Courts System and serves as official representative, liaison and spokesperson as needed for the System to all external entities.

Collaborates with senior management to develop short and long range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Oversees administrative matters, such as conducting special studies, administering budgets, or providing for staff technical or professional growth.

Attends or conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

## **Competencies**

### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

## **DIRECTOR OF COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

Directs or commands others by issuing orders and instructions.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communication Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Develops papers and presentations for professional symposiums and conferences.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with severe impact - affects entire organization, other activities/organizations, the general public, and a wide geographic area.

## **DIRECTOR OF COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or custom applications.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in English, Journalism, law, public or business administration, or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, including working knowledge of the Florida State Courts System, the Executive and Legislative branches of government and an understanding of the processes within all three branches of Florida government, and one year of supervisory experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None