

# WE ARE HIRING



## SENIOR DEPUTY DIRECTOR OF STRATEGIC PLANNING AND EXTERNAL AFFAIRS

To Apply Send Your Resumes To:

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<b>Classification Title</b> Senior Deputy Director, Strategic Planning and External Affairs	<b>Unit</b> Executive Unit
<b>Working Title</b> Senior Deputy Director, Strategic Planning and External Affairs	<b>Position Number</b> 373-100-6269-001

### GENERAL STATEMENT:

Under the general direction and management of the Director of the Governor's Office of Business and Economic Development (GO-Biz), the Senior Deputy Director, Strategic Program Planning and External Affairs will manage the external affairs, legislative strategies, and other policy development areas for GO-Biz.

Travel may be required up to 35%.

This position works independently to perform the responsibilities of the position, as follows:

### ESSENTIAL FUNCTIONS:

<b>25%</b>	<p>Work with the Director to create and execute an external strategy around priority projects and themes within the Governor's Office and GO-Biz. Develop plans for outreach and external communications around those projects. Identify priority industries, trade groups, and other high priority external stakeholders for Administration and GO-Biz outreach.</p> <p>Work with GO-Biz Legislative and External Affairs teams to develop priority events for the Governor's and Director's personal attendance. Work with the Director and GO-Biz External Affairs and Scheduling teams to review and prioritize the Governor's scheduling requests submitted by GO-Biz.</p> <p>In the absence of the Director, stand in at public forums and other public relations and stakeholder events.</p>
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	<p>Assist the Director to brief the Governor, Governor's staff, and other Administration officials on priority issues centered around jobs and the economy.</p> <p>Work with the various other Deputy Directors of GO-Biz on strategy and alignment of the teams' work toward GO-Biz goals and objectives.</p>
<b>25%</b>	<p>Identify key and/or potentially controversial issues of interest to business, industry, trade groups, the legislature and other economic development organizations, and work with the Governor's Office and GO-Biz teams to develop strategies to manage them.</p> <p>Represent the Governor's Office, the Administration and Director of GO-Biz in high level meetings and negotiations with business, industry, trade groups, legislators and staff, and other economic development organizations. Represent the Administration at public forums and other public relations and stakeholder events.</p> <p>Work with external affairs deputies within the Administration to highlight key initiatives from GO-Biz and other agencies/departments relevant to Economic Development.</p> <p>Manage the overall development of briefing materials for the Director and other GO-Biz external meetings, including background information, bios, fact sheets and other relevant information.</p>
<b>20%</b>	<p>Manage the overall legislative strategy of GO-Biz.</p> <p>Represent the Director of GO-Biz in meetings with Legislators, advocates, and other government officials regarding proposed and existing legislation. Testify to the legislature on behalf of GO-Biz and the Administration.</p> <p>Work with the Deputy Director of Legislative Affairs and Chief Deputy to track and monitor priority legislation, including legislation sponsored by the Administration, for impacts to GO-Biz programs and to jobs and the economy more broadly.</p> <p>Work with the Governor's Office and other legislative deputies within the Administration to understand current legislative issues relevant to economic development.</p>
<b>15%</b>	<p>Manage, plan, and direct executive staff in the Strategic Program Planning and External Affairs, Legislative Affairs, International Affairs and Trade as well as GO-Biz staff in the Travel and Tourism Commission programs to ensure successful delivery of program services and the business needs of GO-Biz are met.</p> <p>Recruit, train, and evaluate, using probation and annual appraisals, in accordance with established guidelines with ratings, the work performance of direct reporting staff to ensure administrative services are performed efficiently and effectively. Complete the Individual Development Plans and Performance Evaluations for direct-report staff. Monitor employee attendance and approve employee leave requests; initiate and conduct employee selection interviews and hires; oversee and assess the training and development needs of direct-report staff. Monitor employee performance, provide guidance, conduct counseling sessions, and take corrective action when appropriate.</p>
<b>10%</b>	<p>Work with the Director to represent GO-Biz at the Travel and Tourism Commission and other high profile task forces and commissions, as needed.</p> <p>Work with Visit CA and other programs at GO-Biz to coordinate messages and themes around California's economy. Ensure alignment around communications, external and legislative priorities, and messaging.</p>
<b>5 %</b>	Other duties as assigned.

**SUPERVISION EXERCISED**

The Senior Deputy Director, Strategic Program Planning and External Affairs will manage agency external affairs, Legislative Affairs, International Affairs and Trade Deputy Directors and Manage the GO-Biz staff at the Travel and Tourism Commission. The Sr. Advisor will also convene with other departments and various agencies.

**SUPERVISION RECEIVED**

The Deputy Director, Strategic Program Planning and External Affairs serves under the Director of GO-Biz.

**PUBLIC AND INTERNAL CONTACTS**

During the course of work, the incumbent has regular and frequent contact with members of the Governor's Office, governmental agencies, high-level members of business and economic development communities, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government, public and private organizations.

**INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires a high degree of administrative, technical and management capability over extremely sensitive economic development projects. The incumbent is relied upon to develop and ensure the completion of assignments and delegates work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skill, perceptive judgment, independence of action and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

This is a high-profile position within GO-Biz. High error or poor judgment and lack of professionalism can have drastic negative effects on job creation and economic development throughout the State of California, therefore resulting in the termination of the appointment.

**CERTIFICATION**

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>Employee Name (Printed)</b>	<b>Employee Signature</b>	<b>Date</b>
<i>Senior Deputy Director, Strategic Planning and External Affairs</i>		

**SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAME ABOVE.**

<b>Dee Dee Myers</b>		
<b>Supervisor's Printed Name</b>	<b>Supervisor's Signature</b>	<b>Date</b>
<i>Director, GO-Biz</i>		