



DIRECTOR OF GOVERNMENT AFFAIRS
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GENERAL SUMMARY OF DUTIES:

The Director of Government Affairs position is responsible for assisting the Executive Director in all aspects of legislative, budget and administrative advocacy efforts of the County Behavioral Health Directors Association of California (CBHDA). The position reports to the CBHDA Executive Director and supervises assigned analysts and support staff.

ABOUT THE ASSOCIATION:

The County Behavioral Health Directors Association (CBHDA) of California is a non-profit advocacy association representing the behavioral health directors from each of California's 58 counties, as well as two cities (Berkeley and Tri-City). The mission of CBHDA is to assure the accessibility of quality, cost-effective, culturally competent behavioral health care for the people of the State of California by providing the leadership, advocacy, and support to public behavioral health programs. CBHDA is an affiliate of the California State Association of Counties (CSAC).

ESSENTIAL FUNCTIONS OF THE POSITION:

- Work with the Executive Director to design, plan, and implement public policy and legislative advocacy strategies to advance local behavioral health care delivery.
- Anticipate and identify legislative and budget issues of concern for counties related to behavioral health and work collaboratively and strategically within CBHDA and with other organizations to develop recommended positions, options, and advocacy strategies.
- Provide policy direction to the CBHDA Legislative Committee, recommend issue positions, and coordinate with other CBHDA staff on overlapping issues, as appropriate.
- Act as the organization's liaison to the California legislature on policy matters of interest to the Association and build strategic working relationships with the legislators and legislative staff.
- Plan and conduct briefings, meetings, and program site visits for legislators and their staff on issues of concern to counties related to behavioral health.
- Represent CBHDA on coalitions, task forces, workgroups, and in other forums as assigned.
- Develop written correspondence including legislative analysis, fact sheets, and position letters.
- Work directly with the Association Board and members to ensure timely communication and effective strategies are utilized to accomplish the Association's mission and goals.
- Serve as a spokesperson, as assigned, to the Administration, Legislature, stakeholders, the media, and general public.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying. Typically, the desirable background includes a bachelor's or master's degree in public or business administration, public policy, economics, social work, or a related discipline, and five or more years of work experience in advocacy at the state, county, federal, or community level on health/human services policy. Experience in organizational management, staff supervision, policy analysis and with Associations experience preferred.

DESIREABLE QUALIFICATIONS:

1. Knowledge of state legislative, regulatory, budget, and program implementation processes.
2. Understanding of political, policy, and protocol concerns of county, state, and community level decision makers and other stakeholders.
3. Knowledge of state and local health and human services organization and functions.
4. Strong written and verbal communication skills.
5. Ability to establish and foster effective working relationships with internal and external individuals and interest groups.
6. Political judgment and diplomacy.
7. Skill in researching, analyzing, and reporting complex and technical policy information.
8. Skill in organizing and facilitating effective meetings and events.
9. Efficiently manage multiple projects simultaneously and set priorities.
10. Effectively provide supportive supervision to and direct the work of staff.
11. Skill in computer applications, including Microsoft Word, Outlook, PowerPoint, and Excel.
12. Ability to thrive in a dynamic, fast-paced work environment.

COMPENSATION:

Competitive salary and generous benefits package commensurate with skills and experience.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. This position includes some travel. Ability to frequently travel between the office, the Capitol building and to state agencies to attend hearings and meetings with legislators and partners.

- CBHDA is currently observing a hybrid work schedule allowing our team to work remotely, part-time. In-person work requirements will be dependent on the needs of the Association and your role on the team. If you choose to work remotely, adequate internet and cell phone reception and a functional, appropriate, workspace is required while working from home. Computer equipment and an electronics stipend will be provided to cover some costs associated with working remotely.

PHYSICAL/MENTAL DEMANDS: Requires sitting and standing associated with a normal office environment and regular predictable attendance.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

HOW TO APPLY:

Candidates are asked to submit a cover letter, resume and writing sample by September 23, 2022 (or until position filled) to Andrea Porter, CBHDA Director of Operations and Human Resources at aporter@cbhda.org.