

April 9, 2021

TITLE: Manager, Government and Community Affairs
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Public Affairs
PAY RANGE: \$2,117 - \$3,175 per week (\$110,089 - \$165,134 estimated annual)
APPLICATION DEADLINE: **Friday, April 23, 2021**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Manager, Government and Community Affairs reports to the Director, Government and Community Affairs and is responsible for the strategic development and management of government relations for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo Transportation Authority (TA) and San Mateo County Express Lanes Joint Powers Authority (SMC-ELJPA).

This position is responsible for all legislative and policy activities at the local, regional, state, and federal level for Caltrain, SamTrans, TA, SMC-ELJPA.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Monitor, advocate and recommend action on local, state, and federal legislation for SamTrans, Caltrain, and the TA. Provide strategic advice to agency stakeholders.
- Manage agency relationships with local, state, regional and federal government officials as well as government entities to garner support for the agency's legislative and policy goals.
- Prepare annual state and federal legislative program that identifies objectives associated with key policy and regulatory issues facing the agency along with strategies to achieve those objectives.
- Direct the coordination of activities that support the creation and mobilization of a broad coalition of local, regional, state, and national third-party advocates to build awareness and effectively promote the agency's overall activities, policies, and goals.
- Manage the federal and state lobbyists, their contract and budget for SamTrans, Caltrain, and the TA.
- Work cross departmentally to ensure clear and timely communication on key legislative and policy goals.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Report progress regularly to the Boards of Directors and Executive staff. Advise Executive staff on legislative strategy and formulate responses to policy proposals and regulatory developments.
- Ensure internal coordination and consistency on legislative and policy positions with the government and community affairs department, broader communications department and other key internal stakeholders.
- Closely coordinate with internal staff on the promotion and execution of events that will build positive relationships with federal, state, regional and local policymakers.
- Draft and make presentations to various civic and community-based organizations including some that hold night and weekend meetings.
- Actively engage in the formation of policies for the agency.
- Provide consultation or expert advice to San Mateo County Transit District senior leadership.
- Identify, assess and develop planning on long-term or short-term policy objectives.
- Engage policy makers, stakeholders, and the public while serving as the agency's representative at various local, regional, state, and national advocacy organizations, associations, and committees.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Political Science, Planning, Public Policy, or a closely related field.
- Five years of full-time professional experience in the area of policy development.
- Two years' experience managing professional staff.

PREFERRED QUALIFICATIONS:

- Possess critical thinking and independent judgment with direct impact on policy development and strategic planning.
- Ability to work on evening and weekend to attend various civic and community-based organizations.
- Must have a valid California driver license with a safe driving record.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on Friday, May 7, 2021. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.