



**Title: Manager, Community and Governmental Affairs**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to manage community relations and government affairs programs. This is accomplished by initiating, responding to and coordinating routine contact between the District and government officials, recommending and developing policies involving legislative and administrative issues related to transit, providing timely assessment of federal, state, and local programs and initiatives that have District impact, developing and directing the execution of a District-wide community and legislative outreach strategy, and directing the execution of strategy to identify and analyze community needs, concerns, and perceptions early on in the formulation and advancement of the Districts capital projects. Other duties include interacting with the general public and RT employees, resolving conflicts, representing the District at meetings with legislative staff, public and private sector organizations, and writing issue papers, technical summaries, and official correspondence.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Manages and implements the Community Outreach Program by developing and implementing a successful and extensive multi-faceted, multi-cultural and multi-lingual public outreach plan, attending community, city council and board meetings, resolving external conflicts, acting as liaison with community, managing outreach consultants and reviewing and recommending ticket and special event sponsorships.	55%
2	L	Manages and implements the Government Affairs Program by interacting with federal, state, and local elected officials and their staff, lobbying nationally and within the state on behalf of the District, developing annual federal appropriations requests, attending monthly meetings with District's federal and state lobbyists, representing RT at legislative conferences, monitoring the status of key federal and state bills, and monitoring the status of state budget and federal funding requests.	30%
3	L	Coordinate large special events by serving as liaison for large community events, and developing the coordination for large	10%



		events.	
4	L	Supervises employees by planning, scheduling, delegating and overseeing employee work assignments, authorizing, coordinating, and scheduling work with vendors and consultants, conducting personnel actions, including testing, hiring and interviewing, and overseeing hiring, training, work assignments, and performance evaluations.	5%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Public Relations, Communications, Governmental Affairs or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in managing outreach programs, community relations, and governmental affairs including budgets, consultants, and contracts and two (2) years of supervisory experience with at least one (1) year supervising staff directly responsible for community/government outreach programs/presentations.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between



	budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Work with elected officials, community outreach and media organizations.</li> <li>• Transit challenges and an understanding of various issues relating to transit.</li> <li>• Methods and techniques of preparing complex analysis reports and correspondence.</li> <li>• Contract language and laws, budget planning, management, and administration.</li> <li>• Interpersonal and group dynamics.</li> <li>• Electronic document filing, storage, and retrieval.</li> <li>• Principles and practices of public relations.</li> <li>• Federal, state, and local transportation laws, policies, funding, and legislative processes.</li> <li>• Principles, practices, and trends of public and business administration, governmental function, organization, supervision, and relationships.</li> <li>• Analytical methods and techniques used for staff and budgetary analysis, statistics, and policy analysis.</li> <li>• Principles of budget preparation and control.</li> <li>• Program analysis and cost and benefit analysis.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>



**ABILITIES**

- Work independently and with great initiative.
- Work comfortably with people of varying socioeconomic backgrounds.
- Interpret, synthesize, and implement decisions.
- Write complex technical specifications and contract scopes of work. Enforce District policies, programs, and practices with employees, outside vendors, and the public.
- Represent the District interests with outside agencies and community groups.
- Coordinate activities with internal and external groups.
- Elicit cooperation and compliance from internal and external groups.
- Respond to requests for complex information in a timely manner.
- Stay current with all applicable laws and regulations.
- Interact successfully with members of the public.
- Read, understand, and interpret complex legal documents, regional transportation policies, and comprehensive transit related materials.
- Prepare and maintain a variety of comprehensive reports and documents. Research, analyze, evaluate, and present a variety of policy issues and management analysis data.
- Recommend and implement solutions to complex policy and administrative problems.
- Establish and maintain cooperative working relationships.
- Communicate effectively, in oral or written form.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	R	Making presentations
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Files
Carrying	R	Files
Pushing/Pulling	O	File drawers
Reaching	F	For files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	O	Filing in lower drawers
Crouching	N	
Crawling	N	
Bending	R	Filing in lower drawers
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Phone, fax machine, calculator, copier, vehicle, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.