



Title: Senior Community and Government Affairs Officer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to research, develop, research, coordinate, and implement public information, community outreach and government relations campaigns and gather and interpret data dealing with complex problems and unexpected situations. This is accomplished by researching and writing documents for a target audience, researching and writing speaking points for speakers, preparing informational material for lobbying activities, writing articles for trade publications, letters, and memos, responding to and resolving complaints, responding to requests from elected officials, RT Board Members and community groups, directing website consultant and writing website content, speaking in front of large groups, facilitating and attending meetings, and helping other District staff coordinate, arrange, and plan outreach meetings and workshops, writing, editing, and overseeing production of informational materials.

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.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions	% of Time
1	S	Writes, edits, and oversees production of informational materials by researching information, writing content, creating PowerPoint presentations and directing graphic designers.	30%
2	S	Researches and develops information for target audience by reading and analyzing information, interviewing people, conducting internet research, and creating a variety of documents.	25%
3	S	Works with elected officials and community groups by researching and analyzing information and communicating via phone calls, email, and face-to-face meetings.	20%
4	L	Facilitates and participates in meetings with the community, contractors, government officials and District staff.	15%
5	S	Presents to large groups by developing presentations, writing documents, and delivering clear and compelling information.	10%



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 Communications, Public Relations, Journalism, Marketing, Business Administration, Public Administration 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	<p>A minimum of three (3) years of experience in public relations, community outreach or government affairs including two (2) years in a leadership role in project work related to political issues and/or community improvement.</p>
Supervision	<p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p>
Human Collaboration Skills	<p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.</p>
Reading	<p>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.</p>
Math	<p>Intermediate - Ability to deal with a system of real numbers; and 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.</p>
Writing	<p>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.</p>



Certification &
Other Requirements

KNOWLEDGE
<ul style="list-style-type: none"> • Methods and techniques of tracking, recording and analyzing and presenting statistical data • Applicable federal, state and local laws, rules and regulations pertaining to the specialized work assignment • Knowledge of federal, state and local legislative processes • Area and various community groups. • Event planning and coordination. • Facilitation techniques for large and small group meetings. • Issue resolution techniques. • Proper verbal, written and public interaction skills. • Public relations practices.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Address questions in large-group meetings and presentations. • Apply District Board policies. • Arrange event logistics, including location, tables, chairs, food, podium, microphone, and signage. • Dealing with difficult people and situations • Communicate with and direct contracting staff. • Coordinate organizational and public interface. • Direct light rail community relations efforts. • Direct website consultant and write website content. • Facilitate issue resolution among parties. • Facilitate and attend meetings with the community, contractors, and District staff. • Prepare information for presentations to individuals and groups. • Interact with concerned community members. • Address sensitive and "hot" topics to large and small groups. • Research and translate information for target audience. • Research and write speaking points for speakers. • Write articles for trade publications, letters, and memos. • Respond to requests from elected officials, their staff members and community groups.



-
- Speak in front of large groups.
 - Write, edit, and oversee production of informational materials.



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 Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never 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	O	Making presentations; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	N	None
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	None
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	R	Stairs
Balancing	R	On step stools
Vision	C	Reading; computer screen
Hearing	C	Communicating via telephone/radio; to coworkers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, design software, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	--	---	------------------------	-------------------

-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:

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

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
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.