

December 5, 2017

TITLE: Government and Community Affairs Officer
EMPLOYMENT TYPE: Nonexempt
DIVISION: Communications
APPLICATION DEADLINE: Friday, December 22, 2017
PAY RANGE: \$1,529 - \$2,252 per week (\$79,498 to \$117,083 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

Job Summary: The Government and Community Affairs Officer reports to the Director, Government and Community Affairs and is responsible for outreach in support of the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo County Transportation Authority (TA).

Examples of Essential Functions:

- Coordinate, execute and advocate action plans for the Caltrain, SamTrans, and TA at local, regional, state and federal levels.
- Liaison with community stakeholder groups on behalf of SamTrans, Caltrain and the TA.
- Prepare state and federal legislative programs for public officials that identify objectives associated with policy and regulatory issues facing Caltrain, SamTrans, and the TA. Provide strategies to achieve those objectives.
- Identify community concerns/issues that impact Caltrain, SamTrans and the TA and provide strategic counsel to the Director.
- Meet with local, state, regional and federal government officials to garner support for the agencies' legislative and policy agenda and capital plans/projects.
- Coordinate activities that support the creation and mobilization of a board coalition of local, regional, state and national third-party advocates.

Examples of Duties:

- Identify media related activities that advance the agencies' capital projects and planning efforts.
- Monitor legislative activities and report progress to relevant Boards of Directors and Advisory Committees.
- Coordinate outreach activities for capital projects and planning efforts.
- Coordinate with the Director, Marketing and Communications on the creation of public engagement campaigns.
- Draft and make presentations to various civic and community-based organizations.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Work under the supervision of the Director, Government and Community Affairs who establishes goals and objectives and evaluates performance.

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 Public Relations, Communications, Marketing, or a related field.
- Three (3) years of experience in the field of Communications, Public Relations, or Community Outreach.

Other Requirements:

- Must have effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications

Written and/or skills assessment examination

Finalists will be interviewed by a screening and selection panel

Background investigation

Current Employment Benefits at SamTrans:

SamTrans offers a generous and competitive benefit package including:

- 21 days of paid time off per year to start
- Seven paid holidays, plus up to five floating holidays per year
- Medical, dental, vision care, group life insurance and Flexible Savings Account
- Free Bus Transportation for employees and qualified dependents
- Social Security benefit
- 457 Deferred Compensation Plan for retirement
- Tuition Reimbursement Program for career advancement
- California Public Employees Retirement Systems (CalPERS) Retirement Benefit
 - Classic Members - 2.0% @ 60 benefit, 3 year average of highest compensation
 - New Members - 2.0% @ 62 benefit, 3 year average of highest compensation

How to Apply:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online at application system at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application. This position closes at **11:59 p.m. on December 22, 2017.**
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Although your resume may have all your experience and education details, please make sure to complete each section of the online or paper application to ensure that your information is accurately captured during our screening process.
- You may call (650) 508-6308 to verify that your online or paper application package has been received.

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 call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans