

JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

August 6, 2018

TITLE: Public Affairs Specialist (Communications)
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Communications
APPLICATION DEADLINE: at 4:30 p.m. Friday, August 31, 2018
PAY RANGE: \$28.87 - \$44.95 hourly (\$60,049 - \$93,495 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

JOB SUMMARY: The Public Affairs Specialist reports to the Manager, Communications and will perform activities supporting internal and external communications for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist in development and dissemination of strategic communications about programs, plans, and project including print and social media.
- Plan and coordinate outreach events to individuals and communities affected by planned or ongoing projects.
- Support District staff with community and government communications needs.
- Plan, coordinate, and conduct special outreach events that publicize and promote the District's related information on new services to schools, community events, and business organizations.

EXAMPLES OF DUTIES:

- Research, write, and edit collateral materials, including fact sheets, newsletters, brochures, and news releases.
- Research, write, and edit copy for the District's three websites.
- Lead, plan, organize, and coordinate special events, such as the annual Caltrain Holiday Train, SamTrans Art Takes a Bus Ride contest, groundbreaking, project tours, board member and elected official briefings, ribbon cuttings, and other public events.
- Coordinate activities that build awareness and effectively promote the agency's overall activities, policies, and goals.
- Attend or make presentations to civic and community groups that may be at night and on weekends.
- Communicate and respond electronically to blog, social media, email, and phone inquiries from the public.
- Maintain distribution database lists.
- Research and respond to inquiries, comments, concerns and complaints from the public. Communication may occur in a variety of mediums including in-person, blog posts, social media, email, and phone.
- Provide on-call support for the Manager, Communications including some nights and weekends.
- Staff and coordinate at special events, make presentations to community groups, and interact with public at agency hosted meetings.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your 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: Works under the general supervision of the Manager, Communications who establishes goals and objectives, monitors, 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 Communications, Public Relations, Journalism or a closely related field.
- Two years' experience in journalism, marketing, public relations, or social media.

OTHER REQUIREMENTS:

- Must have effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.
- Must have a valid California driver license with safe driving record.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

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| Holidays: | Seven paid holidays, plus up to five floating holidays per year |
| Time Off: | Paid Time Off: 21 days per year |
| Insurance: | Medical, dental, vision care, group life insurance, and more |
| Transportation: | Free bus transportation for employees and qualified dependents |
| Retirement: | Public Employees Retirement Systems (CalPERS) and Social Security |
- Classic Members – 2% @ 60 benefit, 3 year average of highest compensation
 - New Members – 2% @ 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 online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- 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.
- Your completed application package be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

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) 508-6288.
SamTrans is an Equal Opportunity Employer.