



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

October 21, 2022

TITLE: Manager, External Affairs-Caltrain Electrification
EMPLOYMENT TYPE: Exempt (Full-Time) – LIMITED 3-YEAR TERM
DIVISION: Communications
APPLICATION DEADLINE: Sunday, November 13, 2022
PAY RANGE: \$2,117-\$3,175 per week (\$110,089- \$165,134 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Manager, External Affairs - Caltrain Electrification reports to the Chief Communications Officer and is responsible for the development and management of community relations and public-facing efforts for the Caltrain Electrification Project. This position will be embedded in the Electrification Project Team and play an integral role in the project, managing a robust external affairs program including the overseeing of community engagement efforts for major project milestones, events, tours, presentations, and campaigns. The Manager, External Affairs – Caltrain Electrification is a three-year limited-term position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage the development and implementation of various community relations efforts regarding Caltrain Electrification.
- Provide leadership of cross-departmental communication and public-facing activities regarding major electrification milestones, events, and campaigns.
- Provide strategic communication recommendations to senior staff and employees to expand stakeholder awareness and support for Caltrain Electrification, specifically during and after electrification is launched.
- Provide guidance to consultants, contractors, and staff including the creation of digital and print collateral and strategic messaging for Caltrain Electrification infrastructure, testing, and electric trains.
- Develop internal and external Caltrain Electrification presentations, memos, and reports, including for Board and community meetings to communicate business improvement concepts, processes, and tracking of progress to internal and external stakeholders.
- Acts as the primary liaison to stakeholders and provides coordination of Caltrain Electrification activities with cities, counties, and business groups.

EXAMPLES OF DUTIES:

- Manage Caltrain Electrification communication efforts across departments and divisions, including structuring the current project process, convening stakeholders, tracking a schedule and deliverables, and keeping senior staff informed of progress.
- Participate in the formation of strategic communications for the Caltrain Electrification.
- Provide communication consultation or expert advice to Caltrain Electrification senior leadership.
- Organize internal and external tours of major project elements including infrastructure and vehicles.
- Attend weekly PCEP Manager Meeting and Communication Direct Report meetings, raising critical issues that require senior staff attention.

- Perform all job duties and responsibilities in a safe manner to protect oneself, 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 Chief Communications Officer, who provides policy guidance, 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 Communication, Public Relations, or a closely related field
- Four (4) years of professional work experience in the communications field.

PREFERRED QUALIFICATIONS:

- Two years' experience supervising consultants, contractors, or staff.
- Excellent oral and written presentation and communication skills.
- Experience working with community organizations, government officials and cities/agencies.
- Proficient in Microsoft Office and Adobe software.
- Ability to prioritize work and operate within a budget.
- 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 or supplemental questions. 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.

EMPLOYEE BENEFITS: For further benefit details please visit: <https://www.caltrain.com/about-caltrain/jobs>

Holidays	: Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off	: Twenty-six (26) days (PTO) per year
Cafeteria Plans	: Medical, dental, vision care, group life insurance, and more
Transportation	: Free transportation on Caltrain for employees. Free bus transportation for employees and qualified dependents
Retirement	: Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> • 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 <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application by **11:59 p.m., Sunday, November 13, 2022**. 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 or email written request to hr@samtrans.com.
- Caltrain 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.