

San Mateo County
TRANSIT DISTRICT



**Government
and
Community
Affairs Officer**

CALTRAIN

Caltrain is the commuter rail system serving San Francisco, San Mateo and Santa Clara counties that spans 77 miles and is governed by the Peninsula Corridor Joint Powers Board (PCJPB), which consists of agencies from the three Caltrain counties. Caltrain operates a fleet of 29 locomotives and 123 passenger cars.

San Mateo County TRANSIT DISTRICT

To learn more
about Caltrain
please click here:
www.caltrain.com

POSITION AVAILABLE

Caltrain's Government and Community Affairs Division has two vacant Government and Community Affairs Officer positions available. One position will be focused on legislative and policy affairs and the other will be focused on community affairs. Both positions will report to the Manager, Government and Community Affairs.

Key Essential Functions

- Support, coordinate, and execute strategies identified in Caltrain's state and federal legislative program to achieve the Agency's legislative, policy, and regulatory goals.
- Monitor and recommend action on key local, state, regional and federal government officials and community stakeholders to garner support for the agency's legislative and policy agenda and capital plans/projects.
- Develop and maintain independent relationships with local, state, regional and federal government officials and community stakeholders to garner support for the agency's legislative and policy agenda and capital plans/projects.
- Develop and implement public outreach campaigns related to capital and planning projects. Provide strategic advice to agency project teams.
- Serve as a liaison with community stakeholder groups on behalf of Caltrain.
- Draft and make presentations to various civic and community-based organizations on a variety of Caltrain priorities and projects.
- Coordinate activities that support the creation and mobilization of a broad coalition of local, regional, state and national third-party advocates.

Examples of Duties

- Review and analyze state and federal legislation to determine impact on Caltrain's legislative and policy priorities.
- Monitor legislative activities and report progress to relevant Boards of Directors and Advisory Committees.
- Develop and manage public outreach plans for projects, including coordinating outreach activities and presentations to elected officials and community stakeholders.
- Support public events from community meetings to groundbreakings. Work cross-departmentally and closely with city staff to ensure clear and timely communication with public.
- Identify community concerns/issues that impact Caltrain and provide strategic counsel to the Manager.
- Rewrite raw content provided by planning/engineering staff; review and edit press releases, marketing material, and public presentations created by technical staff for accuracy, messaging consistency, political red flags, and how well the general public will understand it.
- Draft notifications (print and social media); and create content for public facing collateral and communications materials (i.e. web, fact sheets, display boards).
- Make recommendations and execute decisions that affect the overall policies of the department or organization.
- Represent Caltrain in handling complaints or resolving grievances.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm.
- Perform other duties as assigned.

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 Political Science, Public Policy, Urban Planning, Public Relations, Communications, Marketing, or a related field.
- Three (3) years of experience in the field of Legislative and Policy Development, Communications, Public Relations, or Community Outreach.

PREFERRED QUALIFICATIONS

- Experience working with community-based organizations, government entities and elected officials.
- Experience planning and participating in community outreach events.
- Experience preparing and delivering presentations.
- Ability to speak in front of, liaise with a variety of audiences, and appropriately respond to difficult questions in a politically sensitive and technically correct way under pressure.
- Effective oral and written communication skills.
- Proficient in Microsoft Office.

COMPENSATION

\$1,913.67 - \$2,870.52 weekly (\$99,511 - \$149,267 estimated annual)

BENEFITS

- Up to 26 days (PTO) per year
- Seven paid holidays, plus up to four floating holidays per year.
- Medical, dental, vision care, group life insurance and Flexible Savings Account.
- Free Caltrain pass / bus transportation for employees and qualified dependents.
- Public Employees Retirement Systems (CalPERS) and Social Security benefit.
- 457 Deferred Compensation Plan.
- Tuition Reimbursement Program.
- To view the full benefits package, click here: <https://www.smctd.com/jobs.html#benefits>

SELECTION PROCESS

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

HOW TO APPLY

- Please visit the www.caltrain.com/about/Jobs.html. Complete an online employment application by **11:59 pm on Friday, February 4, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- Please include a cover letter indicating if applying for Legislative or Community Affairs or for both.
- 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.
- SamTrans 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.

