



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

June 9, 2023

TITLE: Government & Community Affairs Officer
EMPLOYMENT TYPE: Exempt
DIVISION: Government & Community Affairs-Caltrain
APPLICATION DEADLINE: **Sunday, July 2, 2023**
PAY RANGE: \$1,913.00 - \$2,870.00 weekly (\$99,511 - \$149,267 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY:

The Government and Community Affairs Officer reports to the Manager, Government and Community Affairs Caltrain and is responsible for outreach and engagement in support of the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement outreach and engagement efforts related to capital and planning projects with a variety of stakeholders.
- Provide strategic advice to agency project teams.
- Coordinate activities that support the creation and mobilization of a broad coalition of local, regional, state and national third-party advocates.
- Nurture and grow agency relationships with community organizations on behalf of Caltrain. Manage involvement in agency projects including outreach activities. Work with CBO partners to develop CBO led engagement plans including in person and virtual outreach, multilingual engagement, and small group conversations and events. Facilitate CBO members' ability to give direct feedback on agency projects.
- Expand agency engagement through developing sponsorship program; assess opportunities to join organizations and sponsor events that support the agency's policy goals.
- Respond to individual requests from cities and other stakeholders as needed. Facilitate responses to requests from different departments within the agency.

EXAMPLE OF DUTIES:

- Manage day-to-day stakeholder, community, and elected official engagement with the agency, including managing schedule, budget, and activities.
- Develop metrics for analyzing success of outreach efforts. Improve outreach strategies based on that data.
- Identify community concerns/issues that impact Caltrain and provide strategic counsel to the Manager.
- Give public presentations on agency projects to agency committees as well as outside stakeholder groups such as Chambers of Commerce, Advocacy Groups, or other government entity Boards and Committees.
- Support public events from community meetings to groundbreakings. Work closely with city staff to ensure clear and timely communication with the public.
- Represent communications on cross-functional teams. Coordinate activities of different branches of communications department including marketing, customer experience, and digital/media relations.
- 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: Works under the general supervision of the Manager, Government & Community Affairs, who establishes goals and objectives and evaluates performance.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in business or public administration, engineering, information management, or related field.
- Three years of increasingly responsible experience providing document control, project controls, or project management oversight.
- One year of supervisory experience.

PREFERRED QUALIFICATIONS:

- Must communicate effectively verbally and in writing.
- Must be proficient in Microsoft Office Suite.
- Proficiency utilizing Aconex and SharePoint is desirable.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. 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:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free rail transportation 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 and supplemental questionnaire by 11:59 pm on **Sunday, July 2, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application 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 need accommodation, please contact the Human Resources Department at (650) 508-6308.
- 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.