



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

December 15, 2023

TITLE: Director Government and Community Affairs (Caltrain)
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Communications
APPLICATION DEADLINE: **Sunday, January 28, 2024**
PAY RANGE: \$3,171.28 - \$4,756.94 weekly (\$164,907,089 to \$247,361 est. annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director, Government and Community Affairs (GCA) reports to the Caltrain Chief of Staff and is responsible for the strategic development and management of government and community relations for Peninsula Corridor Joint Powers Board (Caltrain). The Director of GCA oversees and provides direction to the Manager of Caltrain Government and Community Affairs, Caltrain Electrification Project External Affairs Manager and any other dedicated Caltrain GCA staff within the shared service team.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Advise the Chief of Staff and Caltrain Executive Team on legislative strategies. Formulate responses to policy proposals and regulatory developments.
- Direct agency state and federal advocacy programs and political representatives.
- Develop and implement community outreach for planning, capital projects and operations.
- Liaison with regional, state, and federal political representatives and their staff, and various local, regional, state, and national advocacy agencies, organizations, associations, and committees
- Support the Chief of Staff in monitoring the shared services agreement with the San Mateo County Transit District as it relates to dedicated Caltrain Government and Community Affairs shared service staff.
- Supervise staff. Hire, mentor, and take appropriate corrective action/ or disciplinary action. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Prepare state and federal legislative programs and strategies for addressing regulatory issues.
- Plan and oversee implementation of the overall strategic communications with federal, state, regional and local government officials and staff, key community members and groups and other stakeholders. Manage legislative consultants.
- Monitor legislative activities that pertain to relevant issues and report progress regularly to the Boards of Directors and Executive staff.
- Make presentations to the agency boards and provide briefings as necessary.
- Develop and oversee community outreach strategies for planning, capital, and operations projects. Develop strong and effective relationships with Deputy Chiefs, Directors, and Managers in other divisions to advance agency goals and projects. Manage outreach consultants.
- Communicate and advocate with community leaders and partners. Attend, and make presentations to civic and community groups.
- Collaborate with directors and staff within the Communications Division to incorporate the dissemination of messages and materials using conventional media, social media, and other mass communication to support the agency's policy, project, and strategic planning objective.
- Evaluate job performance of staff including professional development through the identification of on-the-job training and other professional development opportunities.
- Work closely with the Director of Government and Community for the District on Administrative functions as it relates to the dedicated Caltrain GCA staff.

- 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 supervision of Caltrain Chief of Staff, who establishes goals and objectives and evaluates performance.

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 communications, Public Policy, or related area.
- Seven (7) years progressive experience in public policy, government affairs, or community relations.
- Three (3) years of management experience.

PREFERRED QUALIFICATIONS:

- Excellent written and oral communication skills.
- Proficiency with Microsoft Office Suite.

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
Rail Transportation:	Free transportation on Caltrain for employee
Transportation:	Free bus transportation for employees and qualified dependents
Work Location:	Select Positions are eligible to work remote up to 50% of the time
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 **Sunday, January 28, 2024**. 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 have a need for accommodation, please contact the Human Resources Department on (650) 508-6308.
- 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.