



GOVERNMENT & COMMUNITY RELATIONS SPECIALIST

FC: VA050
PG: SEIU-11

PC: 714
BU: 04 (SEIU)
Created: December 21, 2004
Revised: August 2, 2006

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of duties related to the District's community outreach program, state and federal legislative program, and general funding advocacy efforts. Works with elected officials, community leaders and staff to identify, resolve, and monitor community issues impacting the District; performs complex contract management oversight and financial activities; and performs related outreach duties as assigned.

CLASS CHARACTERISTICS

This class is responsible for assisting the Department Manager and Senior and Principal level Governmental and Community Relations Representatives with public outreach for District programs, projects and events with elected officials. Incumbents in this classification work independently within established policies and procedures and must possess a strong understanding of the local political landscape, the state and federal legislative process and budget and financial analysis.

REPORTS TO

This position reports to the Department Manager of Government & Community Relations.

EXAMPLE OF DUTIES - *Duties may include, but are not limited to the following:*

1. Conducts outreach activities related to customer-focus events, groundbreakings, ribbon cuttings, neighborhood impacts and issues, merchant and community goodwill programs and tours with elected officials.
2. Interfaces with Board Directors and other District Managers to advance Department goals and objectives by coordinating Department initiatives before the Board.
3. Manages travel and material production including the Report to Congress for Department Manager in conjunction with the District's legislative goals in Washington, DC and Sacramento.

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4. Performs analysis and qualitative review of vendor bids for promotional items distributed at outreach events.
5. Serves as Department Budget Coordinator, using EXCEL/ACCESS Database software to prepare budgets and track expenditures.
6. Manages inventory of all written literature disseminated by the Department and responsible for drafting periodic updates.
7. Fields community and legislative inquiries from the public and elected officials, conducts background analysis and refers to staff for appropriate action.
8. Processes contracts for the District's federal, state and local lobbyist/consultants.
9. Compiles and updates community relations database.

QUALIFICATIONS

Knowledge of:

Principles, concepts, practices and procedures of government and community relations.

Basic understanding of the state and federal legislative process.

Regional transportation agencies and local government functions.

Contract administration principles and techniques.

Budgetary preparation and administration.

Principles and procedures of financial record keeping and reporting.

Methods, formats and techniques of layout design of promotional items.

Methods of preparing informational materials and disseminating them through various agencies.

Principles of electronic inventory control.

Business application software packages such as Excel, Access, Acrobat 7.0 PageMaker.

Skill in:

Developing, implementing and coordinating community relations outreach programs and activities.

Communicating clearly and concisely, both orally and in writing.

Preparing clear, concise and complete financial reports and correspondence.

Representing the District effectively to elected officials, community leaders and the general public.

Making oral presentations to groups.

Making accurate arithmetic calculations.

Using business application software to prepare financial reports and expenditures.

Implementing electronic inventory control systems.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business or public administration, accounting, economics, or a closely related field from an accredited college or university.

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Experience:

Two (2) years of (full-time equivalent) verifiable professional-level administration experience in legislative environment dealing with elected officials at federal, state and local levels. Including experience with event planning and community outreach, political analysis, procurement contract management and budget.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be available to work occasional nights and weekends as needed.

Must be physically able to lift and carry up to 50 pounds.

Substitution:

Additional analytical and/or work experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Maintaining sufficient physical ability to walk, stand or sit for prolonged periods of time and lifting and carrying items weighing up to 50 pounds. May require driving.