



## MANAGER OF GOVERNMENT RELATIONS AND LEGISLATIVE AFFAIRS

JC: 000290

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*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 direction, manages the administration and coordination of the District's legislative advocacy efforts; develops and executes BART's legislative program in accordance with goals adopted by the Board of Directors and in consultation with the General Manager, executive staff and BART management; serves as the District's primary liaison to local elected officials, legislative bodies and community stakeholders; performs related duties as required.

### **CLASS CHARACTERISTICS**

This classification, through subordinate professionals, directs and manages the administration and coordination of the District's legislative advocacy efforts and reviews and evaluates programs or directly manages activities and provides substantive recommendations within area of assignment and is accountable for developing and promoting the accomplishment of departmental goals and objectives as applicable to their respective areas of accountability. This classification is distinguished from the Director of Government and Community Relations in the latter is responsible for managing and overseeing the activities and operations of the division.

### **REPORTS TO:**

Director of Government and Community Relations or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Manages and oversees the District's legislative advocacy program; develops annual advocacy program in accordance with directive from the General Manager, Board and staff.
2. Reviews and monitors proposed, pending and existing state and federal legislation impacting the District's programs or funding.
3. Provides professional and complex administrative support to assigned Departmental management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
4. Makes recommendations for action and assists in the development and implementation of

policies, procedures, goals and objectives.

5. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
6. May direct, coordinate and review work of staff and outside contractors; serves as liaison between departments and departments and/or executive offices to ensure project implementation.
7. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
8. Manages and oversees timely response to legislative, media and community requests; develops and implements legislative changes to existing State statutory regulations.
9. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees within California Transit System and other management staff.
10. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
11. Composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
12. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues.
13. Explains, justifies and defends programs, policies and activities in assigned areas.
14. Provides District's news and notifications to state and federal offices

## **QUALIFICATIONS**

### **Knowledge of:**

- Professional office administration practices and procedures
- Methods and techniques of research and analysis
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning and public outreach
- Principles of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting

## **Manager of Local Government and Community Relations**

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- Related Federal, State and local codes, laws and regulations

### **Skill/Ability in:**

- Performing professional level administrative support services
- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Exercising sound independent judgment within general policy guidelines
- Independently preparing correspondence and memoranda
- Planning, organizing and administering special projects and programs
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Communicating clearly and concisely, both orally and in writing
- Negotiating and problem solving

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's degree in Communications, Political Science, Public Affairs, or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of verifiable professional government relations, legislative affairs, advocacy or related experience, which must have included two (2) years of supervisory experience.

#### **Substitution:**

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0100 – Administrative Services Manager

**Census Code:** 2825 – Public Relations Specialist

**Safety Sensitive:** No