

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

January 20, 2023

**TITLE:** Government and Community Affairs Officer  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Communications  
**APPLICATION DEADLINE:** **Sunday, February 19, 2023**  
**PAY RANGE:** **\$1,913.67 - \$2,870.51 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 SamTrans/TA and is responsible for assisting with outreach and engagement for the San Mateo County Transit District (SamTrans), the San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assist in leading community outreach for SMCTD projects working with Community Based Organizations (CBO), cities/agencies, stakeholders, employee volunteers and paid ambassadors and interpreters.
- Nurture and grow District relationships with CBOs, manage involvement in District projects including collaborating with CBOs for paid outreach activities. Work with CBO partners to develop CBO lead engagement plans including in person and virtual outreach, multi-lingual engagement, and small group conversations and events.
- Facilitate CBO members' ability to give direct feedback on District projects.
- Develop and implement culturally competent strategies and outreach plans for community and stakeholder engagement in San Mateo County. Assess outreach goals and develop plans that target different communities based on best practices for that community, including when and where to use multilingual strategies.
- Act as primary point of contact for city and agency staff and other stakeholders and provide response to individual request from cities, agencies and other stakeholders as needed. Assist internal staff with requests from outside stakeholders and government organizations.
- Develop understanding of agency projects to present in public forums; create presentations, talking points, project support letters and other materials.
- Assess District engagement options in San Mateo County such as through event sponsorship and organizational membership.

## **EXAMPLES OF DUTIES:**

- Manage day-to-day CBO engagement with District projects including schedule, budget, and activities.
- Run outreach campaigns including schedule, coordination, and action items. Train participants as needed.
- Work with District staff to develop responses to city/agency and other stakeholder inquiries, draft content, and act as liaison with city/agency staff and other stakeholders.
- Create outreach materials including talking points, PowerPoints, and handouts.
- Develop metrics for analyzing success of outreach efforts. Improve outreach strategies based on that data.

- 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.
- Represent communications on cross-functional teams. Coordinate activities of different branches of communications department including marketing and customer communications, public affairs, and digital media.
- Significant usage of digital tools such as databases, email blasts, and virtual meetings.
- 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 of the Manager, Government and Community Affairs for SamTrans/TA, 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 any field.
- Three (3) years or more of experience in the field of Government and Community Affairs, Political Campaigns, Labor Organizing, Communications, Public Relations, Community Outreach or other relevant fields.

**PREFERRED QUALIFICATIONS:**

- Organized and detail oriented with ability to track multiple projects simultaneously.
- Ability to speak in front of and liaise with a variety of audiences and appropriately respond to difficult questions in a politically sensitive and technically correct way.
- Must have effective oral and written communication skills.
- High level of comfort with using digital tools such as Microsoft Office Suite, database programs, website updates, slide deck creation, and email blast programs.
- Experience working with community or government officials is desirable.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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 AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

- Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
- Paid Time Off: Up to 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance and more
- Transportation: Free Bus Transportation for employees and qualified dependents
- Work Location: Select positions are eligible to work remote up to 50% of the time
- Pension: Social Security and California Public Employees Retirement Systems (CalPERS)
  - 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.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, February 19, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications 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 an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [recruitment@samtrans.com](mailto:recruitment@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.