

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

March 1, 2024

TITLE: Government and Community Affairs Specialist
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Communications
APPLICATION DEADLINE: **Sunday, March 31, 2024**
PAY RANGE: **\$31.94 - \$48.77 hourly (\$66,432 - \$101,441 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Government & Community Affairs Specialist reports to the Officer, Government and Community Affairs and is responsible for assisting outreach and engagement efforts in support of 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:

- Plan and coordinate special public outreach campaigns and events related to SamTrans/TA/JPA infrastructure and planning projects.
- Promote SamTrans/TA/JPA projects and gather feedback from communities and stakeholders; work with project teams to integrate community engagement into the planning and construction process.
- Assist in the development and dissemination of strategic communications about programs, plans, and projects using a variety of communication channels.
- Support SamTrans/TA internal staff with their community, stakeholder and government affairs needs.

EXAMPLES OF DUTIES:

- Help develop and execute Public Outreach Plans for key SamTrans/TA/JPA projects, including working with other members of the Communications team to coordinate marketing, social media, website and media outreach efforts.
- Coordinate activities that build awareness and effectively promote the agency's overall activities, policies, priorities and goals, including ribbon cuttings, project tours, committee member briefings, and other public events.
- Write and edit collateral materials, including webpages, presentations, fact sheets, project updates, work notices, newsletters, and support /congratulatory letters.
- Represent Government and Community Affairs on cross-functional teams, working closely with planning and design and construction staff on projects. Take notes and action items and track progress.
- Attend and conduct presentations to civic, community and stakeholder groups that may occasionally occur on nights and weekends.
- Maintain Government and Community Affairs distribution database lists.
- Research and help respond to inquiries, comments and concerns from stakeholders including elected officials, agency staff, and advocacy groups.
- Staff and help organize logistics for special events and community meetings (in-person and virtual),.
- 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 Government and Community Officer, 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 Communication, Public Relations, Political Science, Journalism, or relevant.
- Two years' experience in government and community affairs, political campaigns, community organizing, communications, public relations, community outreach or relevant fields.

PREFERRED QUALIFICATIONS:

- Must have effective oral and written communication skills.
- Organized and detail oriented.
- Able to work a flexible schedule (nights and weekends).
- High level of comfort with using digital tools such as Microsoft Office Suite, database programs, website updates, slide deck creation, and email blast programs.

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 21 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) <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.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, March 31, 2024**. 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.
- 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.