



LEGISLATIVE AFFAIRS MANAGER

DEFINITION

Under general supervision, plans, organizes, and implements a comprehensive government relations and legislative program in support of RCTC projects and programs; leads and implements RCTC's public policy strategy and advocacy at the state and federal levels; researches, monitors, and analyzes legislation affecting RCTC programs, projects, and activities; represents RCTC's position regarding legislation to special interest groups and local, state, and federal agencies, legislators, and lobbyists; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from External Affairs Director. May exercise direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a program management classification that manages all activities related to the comprehensive government relations and legislative programs. Incumbents serve as program manager and subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact RCTC programs and projects, and are required to have advanced knowledge of legislative and regulatory processes. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the External Affairs Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating communications and public outreach program work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans and participates in the operations and activities of RCTC's government relations and legislative program and special projects.

- Researches, analyzes, and evaluates impact of proposed and current federal and state legislation, legislative issues, budget issues, regulations, and policies on RCTC projects and programs; develops and presents analysis and recommendations on RCTC's position and implementation strategies and to the External Affairs Director, and the Commission.
- Provides consultation and advice to executive management on communications and political strategies.
- Presents policies, political action, and RCTC's position to elected officials on issues affecting transportation at the regional, state, and federal levels.
- Writes proposed amendments to legislation; authors letters in support or opposition to bills; drafts testimonies for elected officials or the Executive Director.
- Plans, organizes, and implements activities to further RCTC's legislative interests.
- Strategizes and develops RCTC's legislative platform and approach for advancing RCTC's interests at the state and federal level in terms of funding and policy.
- Represents RCTC at community, intergovernmental, and business meetings, including City Council meetings, public hearings, advocacy association meetings, and Chamber of Commerce meetings, and before transportation special interest groups at the regional, state, and national levels.
- Directs and evaluates the work of contract lobbyists in Washington, DC and Sacramento to influence state and federal decisions affecting transportation.
- Testifies to legislative committees on behalf of RCTC as needed; travels to Washington, DC and Sacramento to brief members of congress, the state legislature, the administration, and their staff on transportation issues as needed.
- Coordinates travel, meetings, and logistics for executive management and elected officials as part of RCTC's legislative advocacy program.
- Participates in the preparation and administration of the budgets for assigned government relations and legislative programs; forecasts additional funds needed for materials and supplies.
- Conducts a variety of analytical and operational studies regarding legislative and policy activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, policy, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Receives inquiries and provides information to the public regarding a wide variety of topics and successfully communicates with a variety of audiences as they relate to RCTC programs and projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of government relations and legislative programs.
- Manages, coordinates, and completes other special projects as assigned.
- Monitors legislation and regulations and other governmental requirements regarding the financing, delivery and operations for toll facilities.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.
- Legislative practices and processes and operations of government at local, state, and federal levels.
- Principles and practices of communications and public affairs program goal setting, development, implementation, and evaluation.
- Principles and practices for monitoring state and federal transportation grants and the processes for qualifying, applying, and managing the grants.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Methods, techniques, and procedures of effective state and federal legislative advocacy.
- Principles, practices, and processes of policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic understanding of the use of social media for the purposes of marketing, community outreach, public affairs, and communications.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to government relations and legislative programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Professional business language usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Plan, research, organize, coordinate, and implement comprehensive government relations and legislative programs.
- Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Build consensus and coalitions and lead a diverse group toward common goals.

- Analyze, interpret, summarize, and present technical and legal information and data in an effective manner.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use of professional business language effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation with major coursework in business administration, public administration, government, legal, or political sciences, or a related field AND five (5) years of experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field.

Licenses and Certifications:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office

classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

EFFECTIVE: May 2013
REVISED: 8/14/2019
FLSA: Exempt
PAY RANGE: (51) \$9,498 - \$12,823