



NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst Public Affairs (Full-Time w/ Full benefits)

Salary Range: \$8,041 - \$10,855 per month

Application Deadline: 12/07/2020

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general supervision, provides complex analysis and performs a variety of key functions in support of the Commission's public affairs program.

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter experts in assigned functional areas and perform varied research and analysis to support projects and programs administered by RCTC and the Western Riverside County Regional Conservation Authority (RCA). Incumbents support the work of management staff by providing a professional-level resource for program, budgetary, fund, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Public Affairs Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the program.

Qualifications

Required: Equivalent to a bachelor's degree in business or public administration, transportation management, communications, or a closely related field and five (5) years of professional analytical experience, preferably in a government agency.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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.

- Provides support to the Public Affairs Manager to increase public awareness and understanding of:
 - The delivery of multiple highway and passenger rail projects, commuter services, and other programs, including the challenges associated with securing funding and the changing landscape of transportation in the 21st century, and
 - The largest multiple species habitat conservation plan (MSHCP) in the United States, which protects 146 plant and animal species as part of an integrated countywide plan to advance environmental, transportation, and local economic development goals in western Riverside County.
- Provides support to the Commuter & Motorist Assistance Manager to increase awareness and consideration of alternative transportation:
 - Directs consultant team in development and implementation of outreach and marketing activities, campaigns, events, and strategies to promote commuter assistance programs to area employers, commuters, and residents.
 - Creates and manages commuter assistance program reports including trend analyses of key performance indicators; leads program and outreach analysis and provides recommendations to the Commuter & Motorist Assistance Manager and commuter assistance consultant team.
 - Performs varied research, budgetary analyses, and contractor analyses to ensure alignment with commuter assistance strategies and budget.
 - Serves as RCTC Employee Transportation Coordinator by promoting ridesharing among staff and surveying progress toward ridesharing goals.
- Participates in project team meetings and outreach team meetings related to project development and programs pertaining to transportation and habitat conservation; through attending these meetings the incumbent promotes opportunities for public feedback to RCTC and RCA through public meetings, public hearings, virtual meetings, and briefings.
- Attends, facilitates, and leads recurring and periodic meetings within and outside the agency relating to public affairs and habitat conservation.
- Develops and manages, on a day-to-day basis, the Commission's social media program, in consultation with the Public Affairs Manager, including developing posts, monitoring activity, and responding to inquiries.
- Oversees Commission and RCA webpages, including working with consultants on website content, and maintains communications platforms for individual Commission projects and programs.
- Integrates project and program key messages across all RCTC's electronic media, when appropriate, and ensures consistent use of RCTC's brand, logo, templates, stylesheets, etc.
- Assists in managing contracts pertaining to public affairs.
- Participates in construction meetings and gathers information pertaining to upcoming work, particularly how this work will affect the public's travel patterns.
- Directs work of consultants' public outreach activities by monitoring strategic plans and goals, ensuring consistent messaging, and reviewing draft materials.
- Organizes milestone events, such as groundbreakings and ribbon-cutting ceremonies, to ensure recognition of the Commission's efforts, the role of elected officials, and partnerships with other agencies.
- Provides support to the Public Affairs Manager to increase public awareness and understanding of western Riverside County habitat and land conservation efforts, including recreational opportunities, school resources, conservation, and development activities.
- Provides regular reviews of all commuter assistance program marketing campaign collateral, online materials, communications, and outreach.
- Monitors progress toward habitat and land conservation goals; prepares and presents quarterly data-driven reports to the Commission.
- Researches and writes news releases, op-ed pieces, blog posts, talking points, award applications, letters, responses to inquiries, and other materials to further the Commission's public awareness of capital projects delivery, habitat and land conservation goals and programs, commuter assistance programs, and transportation funding challenges.
- Helps ensure public outreach efforts promote diversity and inclusion throughout Riverside County and within the organization and develops system for tracking and reporting progress.

- Performs other duties and special projects as assigned or required.

Knowledge of:

- Advanced project and/or program management, analytical processes, and report preparation techniques
- Advanced organizational and operational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- News media, elected office structure, social media, video production and other outreach tools.
- Research and reporting methods, techniques, and procedures.
- Contract management best practices.
- Event management best practices.
- Communication techniques and best practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Advanced English usage, grammar, spelling, vocabulary, and punctuation.
- Advanced knowledge in developing presentation materials.
- Principles of habitat and land conservation.
- Principles of diversity and inclusion within the public at large and across the workplace.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing high quality customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Establish brand and message consistency across a variety of platforms, including website, social media, print, video, and public presentations.
- Shepherd projects and assignments from concept to completion.
- Plan and conduct effective research studies applying appropriate and effective methodology.
- Plan, organize, and carry out complex assignments from management staff with minimal direction.
- Effectively manage consultants and contracts.
- Perform difficult and complex analytical research on a wide variety of administrative topics.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- 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 and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing. Bilingual in English and Spanish highly desirable.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; 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.

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 public in explaining RCTC policies and requesting and providing information.

Summary of Benefits Available

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$750/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

11/2020