



*Riverside County Transportation Commission  
New Employment Opportunity*

# **External Affairs Director**

# Riverside County Transportation Commission

The Riverside County Transportation Commission (RCTC/Commission), established through California State law in 1976, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 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 needs. RCTC administers Measure A, a half-cent sales tax measure, approved by voters to support transportation projects, programs, and services. In addition, RCTC is one of 5 member agencies of the Southern California Regional Rail Authority, operator of Metrolink. As of January 2021, RCTC became the managing agency of the Western Riverside County Regional Conservation Authority (RCA), which is responsible for one of America's most ambitious environmental efforts, the Riverside County Multiple Species Habitat Conservation Plan (MSHCP).

## The Position

The current External Affairs Director was recently appointed to become Deputy Executive Director, effective May 2, 2024. The position is expected to oversee public information, media relations, government relations, legislative advocacy, community engagement, and commuter assistance programs. This position must perform as a subject matter expert in evaluating complex federal and state legislation and is required to have advanced knowledge of legislative and regulatory processes. Additionally, this position requires expert knowledge and a practical understanding of public and community engagement strategies, practices, and procedures and the ability to oversee a diverse communication and public affairs program in support of RCTC projects and programs. Successful performance of the work requires an extensive professional background as well as skills in coordinating legislation, communications, public outreach program work.



# The Position *continued*

RCTC has a FY23/24 budget of \$983.5 million with 81 allocated positions which includes a 12-member Management Team.



The External Affairs Director will have supervisory responsibility over four managers: Public Affairs, Community Engagement, Commuter/Motorist Assistance, and Legislative Affairs.

Key responsibilities of the External Affairs Director include:

- Leads the departmental planning and operational goals and objectives, and furthering RCTC's mission, goals, and objectives; provides expert guidance and assistance to the Commission, Executive Management, and staff.
- Participates in the preparation and administration of the budgets for External Affairs and related programs; forecasts additional funds needed for materials and supplies.
- Oversees and evaluates the impact of current and proposed 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 to the Executive Director, Deputy Executive Director, and the Commission.
- Plans, organizes, and implements activities to further RCTC's legislative interests, including finalizing the annual legislative platforms and coordinating the work of contract lobbyist in Washington D.C. and Sacramento.



## The Position *continued*

- 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 and habitat conservation issues as needed.
- Provides consultation and advice to executive management on communications and political strategies. Writes proposed legislative amendments; authors letters; drafts testimonies and talking points and speeches for elected officials or the Executive Director; develops presentations, news releases, and blog posts.
- Coordinates travel, meetings, and logistics for executive management and elected officials as part of RCTC's legislative advocacy and communication program.
- Brand the Commission's programs, projects, and initiatives with the public and key stakeholders.
- Assist in implementing elements of the RCTC's Traffic Relief Plan and other Commission or Board-adopted plans and polices.
- Oversee the operations and activities for construction projects communication and outreach.
- Direct and oversee the management of the Commission's digital communication, including website, social media, video, and newsletter activities.
- Responsible for building and maintaining relationships with external stakeholders in support of the Commission's government relations and communications objectives; serves as a liaison and builds coalitions.
- 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 and habitat conservation interest groups at the regional, state, and national levels.
- Represents RCTC with media organizations from time to time.

# The Position *continued*

## **Knowledge of:**

- Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.
- Principles, practices, and techniques of public affairs, community and government relations, outreach, and media relations program development, implementation, and evaluation.
- Legislative practices and processes and operations of government at local, state, and federal levels.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.

## **Ability to:**

- 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 and community engagement 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.
- 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.
- Effectively speak on camera, on the radio, and with print media.

# Qualifications



## 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 from an accredited college or university with major coursework in business administration, public administration, government, legal, or political sciences, or a related field and ten (10) years of professional experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field, including at least six (6) years in a management capacity.

## Compensation and Benefits

The salary range for this position is \$176,004 to \$237,600 annually and will be based on qualifications and experience. RCTC offers a competitive benefits program, which will include:

- Retirement: CalPERS retirement plan for Classic members is 2.7% @ 55 with employee paying a contribution of 8%. Benefits based on single highest year of compensation. New PEPRA members is 2% @62 with employee paying 8% of the retirement contribution. RCTC does not participate in Social Security.
- Choice of HMO and PPO medical insurance plans.
- Employer paid dental, vision, life insurance, and long-term disability plans.
- Vacation starting at 80 hours of vacation per year as well as Holiday and sick leave accruals.
- Other benefits including educational reimbursement, professional development, and commuter assistance.
- 401(a) Money Purchase Plan: Employer contributes equivalent to 7.5% of salary each year. Employees vest in the account at 20% each year and become fully vested after five years of RCTC service.

# Join our Team!

## To Apply:

RCTC accepts applications for employment only for currently posted/open positions. A formal application may be located at <https://www.rctc.org/employment/>. Please submit RCTC Employment Application, resume, and applicable documents directly to HR@rctc.org. Candidates are encouraged to apply immediately, with the recruitment closing on Tuesday, April 23<sup>rd</sup>, 2024.