



GOVERNMENT AND COMMUNITY RELATIONS REPRESENTATIVE I / II

FC: VC048, VC049
PB: 02, 04
FLSA: I - Nonexempt
FLSA: II - Exempt

PC: 715
BU: 31 (AFSCME)
Created: January 1999
Revised: August 13, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of government and community relations duties involving the District state legislative program and funding advocacy efforts; performs administrative activities; works with community leaders and members to identify, resolve, and monitor District and community issues; and performs related duties as assigned.

CLASS CHARACTERISTICS

Government and Community Relations Representative I: This is the entry level class in the Government and Community Relations Representative series. This class is distinguished from the Government and Community Relations Representative II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Government and Community Relations Representative II: This is the full journey level class within the Government and Community Relations Representative series. Employees within this class are distinguished from the Government and Community Relations Representative I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. This class is distinguished from the Senior Government and Community Relations Representative in that the latter possesses a specialized technical or functional expertise within the area of assignment or may exercise lead supervision over lower level assigned staff.

REPORTS TO

This position reports to the Manager, Government and Community Relations or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

Government & Community Relations Representative I/II

Page 2

1. Performs a variety of duties in support of District such as outreach advocacy efforts, and external outreach activities; participates in the implementation of government and community relations activities.
2. Performs administrative activities; drafts or prepares correspondence to elected officials and community stakeholders for review and approval by senior management.
3. Responds to requests for written documents regarding District operations including expansion and rehabilitation projects.
4. Prepares a variety of communications and documents; prepares materials for presentation by senior management, board and BART directors.
5. Serves as District Liaison to elected bodies or their staff; monitors local District-related issues raised by governing bodies with senior staff or board members; represents District at meetings with elected officials and staff, commissions, boards, and forums.
6. Ensures community understanding of District programs, projects, and policies; participates in providing members of community with information related to District operations; develops public outreach events, presentations, and activities.
7. Compiles and updates community relations database.
8. Schedules tours of District facilities; arranges for staff to facilitate tours.
9. Regularly responds to and initiates outreach activities in the community. Gives the organization a public face and helps the public access information about BART.

QUALIFICATIONS

Government and Community Relations Representative I

Knowledge of:

Operations, services and activities of a government and community relations program.
Current office procedures, methods and equipment including computers.
Principles of business letter writing and basic report preparation.
Principles and procedures of financial record keeping and reporting.
Basic understanding of processes relating to local government.
Basic methods and techniques of public relations.
Related Federal, State and local codes, laws and regulations.

Skill in:

Participating in the implementation of department activities.
Learning the full range of advocacy and community relations duties.
Communicating clearly and concisely, both orally and in writing.

Government & Community Relations Representative I/II

Page 3

Establishing and maintaining effective working relationships with those contacted in the course of work.

Operating standard computer applications such as basic word processing, spreadsheet and database programs.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, political science or a closely related field from an accredited college or university.

Substitution:

Experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

Government and Community Relations Representative II

In addition to the qualifications for Government and Community Relations Representative I:

Knowledge of:

Methods and techniques of legislative analysis.

Principles and practices of legislative lobbying and advocacy programs.

Policies and practices of State and Federal legislative bodies.

Transit program funding programs and processes.

Methods and techniques of public relations.

Skill in:

Performing the full range of legislative advocacy and community relations duties.

Developing and implementing community outreach programs to obtain support for District programs.

Working independently in the absence of supervision.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, political science or a closely related field from an accredited college or university

Experience:

Two (2) years of (full-time equivalent) verifiable professional legislative program development and implementation experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No

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