



## MANAGER OF GOVERNMENT RELATIONS AND LEGISLATIVE AFFAIRS

JC: 000290

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: March 2014

Revised: June 2019

*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**

Under general direction, manages, administers and coordinates the District's BART's legislative advocacy efforts and develops annual advocacy program in accordance with directive from the General Manager, Board of Directors and staff; performs related duties as required.

### **CLASS CHARACTERISTICS**

This classification directs, through subordinate professionals, one or more areas and is accountable for developing and promoting the accomplishment of Departmental goals and objectives as applicable to their respective areas of accountability. This classification is distinguished from the Director of Government Affairs and Community Relations in the latter plans, directs, manages, and oversees the activities and operations of the department.

### **REPORTS TO:**

Director of Government and Community Relations or designee.

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

1. Manages and administers the District's legislative advocacy program; develops annual advocacy program in accordance with directive from the General Manager, Board of Directors and staff.
2. Reviews and monitors proposed, pending and existing state and federal legislation impacting BART programs or funding.
3. Provides professional and complex administrative support to assigned Departmental management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
4. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
5. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate;

prepares a variety of formal reports.

6. Manages, coordinates and reviews work of staff and outside contractors; serves as liaison between departments and departments and/or executive offices to ensure project implementation.
7. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
8. Directs and ensures timely response to legislative, media and community requests; Develop and implement legislative changes to existing State statutory regulations.
9. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees within California Transit System and other management staff.
10. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
11. Composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
12. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues.
13. Explains, justifies and defends programs, policies and activities in assigned areas.
14. Provides BART news and notifications to state and federal offices.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of research and analysis
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning and public outreach
- Principles and practices of contract administration
- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting
- English usage, spelling, grammar and punctuation
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

### **Skill/Ability in:**

- Performing professional level administrative support services
- Selecting, supervising, training and evaluating staff

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- Participating in the development and administration of division goals, objectives and procedures
- Overseeing the work of contracted consultants and plan administrators
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Managing large-scale projects
- Overseeing the maintenance of District personnel files and records
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's degree in Communications, Political Science, Public Affairs, or a related field from an accredited college or university.

#### **Experience:**

Five (5) to seven (7) years of professional verifiable experience in government relations, legislative affairs, advocacy or related experience.

#### **Substitution:**

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college 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.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0100 – Administrative Services Manager  
**Safety Sensitive:** No