

EMPLOYMENT OPPORTUNITY**Bulletin Number: 015-10-11****Closing Date: Open Until Filled****GOVERNMENT RELATIONS ADMINISTRATOR**

Salary Grade J: \$67,821 - \$86,898 - \$105,975

POSITION

The Southern California Regional Rail Authority, operator of the METROLINK Commuter Rail System, is seeking a Government Relations Administrator who will represent and advocate on behalf of Metrolink's policies, projects and programs before local, regional, state and federal legislative bodies and regulatory agencies. This position is located in SCRRA's downtown office at 700 South Flower Street, 26th Floor, Los Angeles, CA 90017.

DUTIES

Under the leadership of Government & Regulatory Affairs Manager, this position is responsible for the following:

- Prepare complex legislative analysis.
- Prepare legislative reports and provide recommendations.
- Coordinate and conduct tours and special events for elected officials, their staff and regional representatives.
- Mediate and negotiate with agency, association and legislative staff.
- Maintain highly confidential and politically sensitive information.
- Maintain, support, and promote relationships with elected officials and key legislative staff.
- Assist in the development of the legislative program and strategic legislative outreach plan.
- Coordinate with appropriate agency staff in the federal appropriations and grant process.
- Assist and interface with state funding agencies such as the CTC to advocate for funding.
- Interface with state and federal rail and transportation associations.
- Coordinate with member agency legislative staff on legislative matters.
- Assist in drafting Metrolink-sponsored legislation and reviews.
- Assist in the management of the lobbyist team.
- Assist in the management of weekly reports to the Chief Executive Officer (CEO).
- Analyze legislation to determine possible effect on Metrolink's operations, funding and special programs.
- Recommend actions and strategies to promote Metrolink's Strategic Business Framework.
- Testify at key legislative and regulatory committees.
- Represent Metrolink at the federal, state and regional level.
- Serve as a liaison for Metrolink with members of the California State Legislature, United States Congress, regional governmental agencies and local elected officials, to inform and support the legislation and policies benefiting commuter rail and projects.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Political Science, Public Administration or a related field.
- Minimum five years work experience performing legislative analysis, lobbyist work, or public affairs work for a public sector or governmental agency or lobbyist firm.
- Minimum two years work experience in practicing applicable local, state, and federal laws, rules, and regulations governing legislative procedures and lobbying practices for a public transit or commuter rail agency.

- Federal experience is preferred.
- Demonstrate knowledge of theories, principles, and practices of legislative and advocacy processes including bill drafting, legislative analysis and structures, federal and state funding process.
- Knowledge of the political environment at the federal, state and regional level.
- Knowledge of the federal funding and legislative process is preferred.
- Ability to represent and advocate for Metrolink before the public and legislative bodies.
- Ability to prepare comprehensive reports and correspondence.
- Proficient in Microsoft Office.
- Demonstrate strong and effective communication skills both verbally and in writing.
- Demonstrate strong and effective organizational and time management skills.

A Valid Class "C" California driver's license with a satisfactory driving record of no more than 3 moving violations and no DUI's within the last 3 years is required. Selected candidate must have a satisfactory job performance record as verified by reference checks prior to employment.

RESUME/APPLICATION/SELECTION PROCESS

INTERNAL CANDIDATES:

An internal candidate must submit an application as outlined in Section I: Employment, Policy 1.2 Selection Process in the Human Resource Policy and Procedures Manual. **Employees with active discipline as defined in the HR Policy No. 5.3 Positive Discipline Program and/or with performance that does not meet the standard for "meets expectations" as defined in the Performance Planning and Appraisal Process may be precluded from consideration and placement in the position.** Resumes and/or applications must be received in the Metrolink offices at 700 S. Flower Street, Suite 2600, Los Angeles, California 90017-4101.

EXTERNAL CANDIDATES:

Resumes and/or applications must be received in the Metrolink offices at 700 S. Flower Street, Suite 2600, Los Angeles, California 90017-4101. **Applications are available at www.metrolinktrains.com. Completed application packages will be accepted in person, faxed (213) 452-0461 or mailed to the same location.**

Following a review of resumes and/or applications, only those applicants who meet minimum requirements will be invited to continue in the selection process. Eligible applicants will be notified of the exact time and place of assessments and interview. Candidates will be interviewed to determine their relative knowledge, skills and ability in job related areas which may include, but not be limited to, specific job knowledge, verbal and written communication skills, organization and planning skills. Offers of employment may be contingent upon successful completion of a reference check, including degree verification, criminal records check and a pre-placement medical examination provide through SCRRA.

If you believe you possess a disability that requires accommodation for the testing process, please provide notice with your application materials or call the Human Resources Division at (213) 452-0309. Proper supporting documentation may be requested by SCRRA in order to accommodate special needs of candidates.

NOTE: The provisions of this bulletin do not constitute an express or implied contract and may be modified or revoked without notice.

Approved by: HR _____ Dept _____

**EQUAL OPPORTUNITY EMPLOYER
EEO/AA**