Program Manager - Government and Community Relations

Annual Salary

$70,132 -$115,364

Depending on Experience

VCTC

About VCTC

The Ventura County Transportation Commission (VCTC) is a regional transportation planning agency committed to keeping Ventura County moving!

If you drive, take transit, bike or walk in Ventura County, chances are, the VCTC has helped you do it. By working in close partnership with each of the cities and the County, the VCTC is ever mindful of maintaining the character of Ventura County while prioritizing transportation investments.

The Commission is committed to continually improving Ventura County's transportation system so that our residents have easy access to jobs, schools, shopping, and essential services. To that end, the Commission - working with each of the cities and the county - plans for, funds, and manages a wide array of activities designed to keep Ventura moving. While enhanced mobility is the Commission's goal, preserving the quality of life enjoyed by Ventura County residents underscores all that we do.

Ventura County
Transportation
Commission

The Position

The Ventura County Transportation Commission (VCTC) is seeking a dynamic, collaborative individual who is passionate and highly skilled in managing and creating government and community relations programs including communications strategies and delivering public information across multiple platforms.

The new Program Manager – Government and Community Relations position was created to perform professional level government and community relations programming in the region. These responsibilities include planning, organizing, and implementing a comprehensive government relations communication program, and public outreach program in support of VCTC projects and programs, including customer service, outreach, marketing and research, and media and public affairs activities. The incumbent represents VCTC's positions to special interest groups and local, state, and federal agencies, legislators, and lobbyists; informs stakeholders and the public of the activities and objectives of VCTC; and provides highly responsible and complex administrative support to the Executive Director. The Program Manager will also work closely with other departments and Commission members.

The Ideal Candidate

- Is committed to public service with an approach that is proactive, ethical, self-motivated, creative, adaptable, and comfortable working in a dynamic and team-oriented environment.
- Has the demonstrated ability to lead, plan, research, organize, coordinate, and implement comprehensive government relations and legislative, as well as communications and public outreach programs services suited to the needs of the community and the organization.
- Exercises demonstrate sound professional judgment, reasons logically, as an analytical and well-organized individual who can work independently, manage multiple priorities, meet critical deadlines, and follow-up on assignments with minimum direction.
- Is experienced in achieving goals and objectives through the coordination and collaboration; brings confidence, energy, and enthusiasm while working effectively with diverse groups of different ages and various socio-economic backgrounds. Can listen to and discuss problems and complaints tactfully.
- Assesses current organizational, project and political issues and strategize appropriate plans and actions; implement, monitor, evaluate and adjust strategic plans; and recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Is experienced in coordinating and directing programs and promoting awareness of projects through design and implementation of a variety of digital media tools, such as Facebook, Instagram, and Twitter and the ability to design and manage social media campaigns.

Salary and Benefits

The salary range for this position is $ 70,132 - $115,364 annually. Salary depends on qualifications. VCTC offers a comprehensive benefits package, with the key provisions as follows:

Employer provided:

- Vacation: accrued at 80 hours/year, increasing with VCTC service
- Sick leave: accrued at 8 hours/month
- Holidays: 9 holidays (72 hours) & 3 floating holidays (24 hours) per year
- Administrative leave at 40 hours/year
- Health insurances including medical, dental and vision benefits are available under group plans. VCTC pays the premiums for eligible family members.
- Employee Assistance Program
- Educational Reimbursement Program
- Long term Disability, Life, AD&D Insurances
- State Disability Insurance (SDI)
- PERS Miscellaneous formula "Classic" members: 2% @ 60/ "New" members: 2% @ 62
- VCTC does not participate in Social Security but is in Medicare

Optional benefits:

- Deferred Compensation Savings Plans (457), Flexible Spending Account

Ideal Candidate cont.

- Deals tactfully and effectively with public media and representatives of the community; and represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Has the demonstrate ability to research, write, review, and edit clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Can manage basic website maintenance tasks.
- Communicates effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Can establish and maintain effective work relationships contacted in the performance of their duties.

Requirements

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible professional-level, public agency experience in a public information role, performing government and community relations, outreach, research, strategic planning, and advocacy at the state and/or federal level.

Education: A bachelor's degree from an accredited college with major coursework in business administration, public administration, journalism, communications, public relations, political science, public policy, political science or a related field.

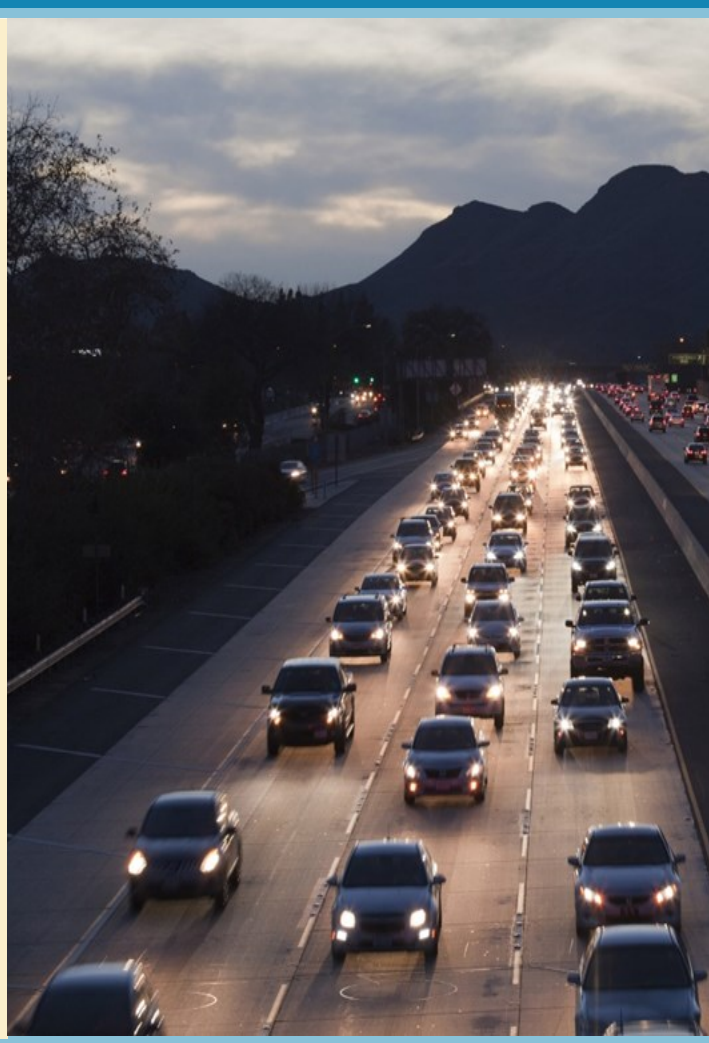
The Selection Process

If you are interested in this exciting opportunity, please visit our website at: https://bit.ly/PMGCR_VCTC

Deadline to Apply - March 16, 2020, 11:59 PM PST

Applications must be filed online by no later than 11:59 p.m. PST on the final filing date. RGS will evaluate each applicant's qualifications based solely on the information provided on the application. Failure to fully complete the application, supplemental questions and submit a letter of interest and resume may eliminate you from consideration. A resume is not a substitute for completing the application.

Additional inquiries about the position may be directed to Kay Randolph-Pollard at krandolphpollard@rgs.ca.gov. Neither Regional Government Services nor VCTC are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise RGS by emailing krandolphpollard@rgs.ca.gov.



The Ventura County Transportation Commission is an Equal Opportunity Employer

Recruitment services provided by -

Regional Government Services

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