

JOB DESCRIPTION

Job Title: Director, Government and Community Relations

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Government and Community Relations will provide leadership and oversight for the advancement of SCRRA's objectives in the state and federal legislature, to coordinate and convey regulatory guidance on air quality conformity, safety, environmental, goods movement, governance and other areas as they become pertinent to the SCRRA business.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from Executive level management.
- This position is responsible for managing and monitoring work performance for a group of employees within a division or department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Responsible for full management responsibility for all departmental services and activities including state and federal government relations and community relations.
- Manage and administer the state and federal lobbyist contracts, overseeing procurement of contracts and manage work of lobbyists to ensure achievement of legislative goals.
- Monitor and coordinate drafting and submissions of SCRRA responses to emerging policy and legislation. Analyze bills and prepare statements, memos, letters and other communications related to policy issues.
- Represent SCRRA at the California Transportation Association (CTA), American Public Transportation Association (APTA) Legislative Committee, the Southern California Legislative Roundtable, and with other external stakeholders. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
- Prepare quarterly FPPC reports and advises the SCRRA management about the capital and policy priorities most closely matching existing funding sources and legislative leadership interests.
- Provide recommendations to Agency staff, Board of Directors, the Executive Leadership Team (ELT), on local, state and federal policy, legislative and or regulatory matters.
- Initiate and lead statewide efforts to enact legislation that supports SCRRA operations, as well as other passenger rail operators in California. Establish and cultivate long term positive relationships with elected officials, key regulatory agency personnel and external stakeholders to ensure on-going interest in multi-year, funding and or policy requests.



- Ability to utilize a variety of advisory and design data and information such as surveys, service measurement results, budgets, requisition requests, personnel records, time sheets, expense reports, legal opinions, reports, policy manuals and other documents to obtain information, draw conclusions, and recommend actions.
- Develop a regulatory coordination function with sufficient subject matter expertise to support SCRRRA advocacy initiatives in areas such as air quality conformity, safety, environmental, goods movement, governance, and other Agency areas of interest.
- Provide guidance and awareness to the internal staff who may be required to take action as a result of new or revised regulation at the local, state and/or federal level.
- Prepare and present Board and Committee items that are necessary to take positions on various policies, legislation and/or regulations at the federal, state and local level.
- Ensure adherence to government regulations and compliance with federal, state, and local financial and contractual guidelines for all assigned divisions or areas of responsibility.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Political Science, Business Administration, Planning or a related field.
- A minimum of ten (10) years of work experience in local, state and/or federal advocacy programs.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master's degree in political science, law, or related field.

Knowledge, Skills, and Abilities

Knowledge of:

- Political aspects of the public transportation environment
- Legislative priorities for SCRRRA
- Legislative and regulatory procedures at federal and state levels
- Principles and practices of personnel management

Skilled in:

- Guiding transportation legislation through the state and federal legislative process
- Leadership and communication skills both verbally and in writing
- Presenting information to top management, public groups, and/or the Board of Directors
- Use of Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Interpersonal relations
- Analysis and writing



Ability to:

- Travel on behalf of the SCRRRA for advocacy in Sacramento, Washington, DC and to participate in conferences
- Plan, organize, and analyze issues, direct and develop strategies and initiate creative solutions to complex problems that span across the transportation industry
- Developing and administering departmental goals, objectives and procedures
- Collaborate with Authority staff and lobbying team to develop priorities

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: September 2025

