

JOB DESCRIPTION

Job Title: Government Relations Manager

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Government Relations Manager will advance the SCRRA's objectives in the state and federal legislature and 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

- Receives supervision from departmental management/supervisory level role.
- This position has no formal supervisory responsibilities.

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.

- Develop and implement the state and federal legislative program.
- Administer the state and federal lobbyist contracts.
- Monitor, analyze and coordinate, drafting and submissions of SCRRA responses to emerging policy and legislation.
- 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.
- Establish and cultivate long-term positive relationships with elected officials, key regulatory agency personnel, and external stakeholders to ensure ongoing interest in multi-year funding and/or policy requests.
- Prepare quarterly FPPC reports.
- Prepare lobbying reports.
- Advise SCRRA management about the capital and policy priorities that most closely match existing funding sources and legislative leadership interests.
- Initiate and lead statewide efforts to enact legislation that supports Metrolink operations, as well as other passenger rail operators in California.
- Advocate for funding capital short and long-term needs.
- Develop a regulatory coordination function with sufficient subject matter expertise to support SCRRA 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 act because of new or revised regulations at the local, state, and/or federal level.
- Interface with the public, peers, rail carriers, and develop working relationships with Board members and



member agencies.

- Coordinate with other departments for feedback on issues or to further their advocacy needs.
- Conduct direct outreach with elected officials and external stakeholders.
- Coordinate closely with member agency and industry counterparts.
- Interface with local elected officials and agencies.
- Monitor policy discussions, trends, hearing, debates, and elections for potential impacts to SCRRA.
- Prepare Board and Committee items that are necessary to take positions on various policies, legislation and/or regulations at the federal, state and local level.
- 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 related field.
- A minimum of eight (8) years of experience in local, state, and/or federal advocacy programs and conversant in the regulatory environment impacting the transportation industry.
- A minimum of three years of work experience with lobbyists at both the state and federal levels.
- 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- Project management and coordination
- Principles of graphics and layout
- SCRRA operations and transportation issues
- Political sensitivities
- Media relations

Skilled In:

- Strong leadership and communication skills both verbally and in writing are essential when presenting information to top management and/or Board of Directors
- Strategic thinking and highly developed interpersonal skills
- High-level proficiency in Microsoft Office
- Verbal and written communication
- Organization and time management

Ability to:

- Organize work and handle multiple requests and priorities
- Adapt to effectively meet changing customer expectations



- Demonstrate an analytical skill set that will support the reporting and analysis of data or trends related to customer inquiries and comments
- Establish and maintain effective relationships
- Maintain composure under stress
- Work weekends and extended hours

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: October 2025

