



Job Description

Position Title:	Regional Public Affairs Manager
Classification:	Advocate
Pay Grade:	Level 6
Department:	Public Affairs
Employment Status:	At-Will
Position Reports To:	Director of Public Affairs
Positions Supervised:	No supervision exercised
Judgment Exercised:	Exercises significant independent judgment
Overtime Status:	Exempt

Position Summary

Through work with local officials, Cal Cities staff, district legislative staff, the media and community leaders, the Regional Public Affairs Manager advances Cal Cities' advocacy positions by building and sustaining the capacity of cities to influence the course of legislative and statewide ballot measures using grassroots organizing and advocacy techniques; engages in fundraising events and activities; serves as a liaison between Cal Cities and local officials, district legislative staff, the media and community leaders on Cal Cities matters; provides staff support to one or more regional divisions; and performs related duties as assigned.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Advocacy and Coalition Building

- Develops and maintains close communications and productive working relationships with Cal Cities members, legislators and their staff, media, key interest groups and Cal Cities leadership to advance the organization's advocacy policies and priorities.
- Mobilizes local/grassroots efforts in support of Cal Cities advocacy initiatives by building coalitions with other interest groups.
- Disseminates information to a variety of stakeholders and the media regarding Cal Cities positions on proposed legislation, ballot measures, and activities.
- Represents Cal Cities in a variety of meetings, including ones with city councils, special interest groups, community groups, and with City Managers and local legislators.
- Works with cities and community groups to increase participation in the state legislative process and Cal Cities programs; makes presentations on important issues for the region and Cal Cities.
- Serves as a liaison with regional legislative representatives, press and community groups using a variety of mechanisms, including phone calls, emails, and in-person.

- Researches, monitors, and reports on current and potential legislative and ballot measures; creates and distributes sample support and opposition letters; prepares and delivers legislative staff reports and background materials.
- May maintain social media, and website for assigned division.

Fundraising

- Develops, organizes, and staffs fundraising activities and events
- Recruits and maintains relationships with Cal Cities Partners and CitiPAC contributors.

Administrative

- Maintains and updates member contact information of city officials in Cal Cities Association Management System (AMS).
- Provides administrative support for assigned division(s), including recordkeeping, correspondence, accounting, and related administrative functions.
- Arranges for meeting programs, prepares meeting agendas, transports supplies and equipment and sets up meeting rooms.

General

- Travels regularly throughout assigned region(s); travel to locations throughout California in the performance of duties.
- Works beyond Cal Cities' normal 8:30 a.m. to 5:00 p.m., Monday through Friday, business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish task and goals.
- Performs other duties as required.

Job Qualifications

Knowledge/Skills:

- Demonstrated skills, knowledge and experience in the legislative and political processes.
- Ability to identify, prioritize and address priorities and challenges of assigned region.
- Knowledge of Federal, State, and Local government organizations.
- Strong creative, strategic, analytical and organizational skills.
- Experience developing and managing budgets, fundraising, coalition building, campaigning and campaign finance law.
- Demonstrated successful experience writing press releases, making presentations and working with the media.
- Computer literacy in word processing and page layout including experience with MS Office products and other general-purpose tools (Acrobat, multiple Internet browsers, etc.).
- Commitment to working with shared leadership and in cross-functional teams.
- Excellent oral and written communications skills, including the ability to articulate complex messages to a diverse constituency.
- Ability to work independently and responsibly while managing numerous projects simultaneously.
- Exceptional interpersonal skills to interact with a wide variety of stakeholders, executive management, staff, members, vendors and cross-functional teams.
- Ability to define problems, gather data, establish facts, and draw valid conclusions.
- Ability to represent Cal Cities in a professional manner and foster positive working relationships.
- Working knowledge of Cal Cities and their functions and a general knowledge of other agencies and their interface with Cal Cities.
- Capability to identify and organize departmental and organizational priorities.

- Ability to be self-supervising and anticipate recurring demands on one's time.
- Ability to consistently exercise sound independent judgment.
- Ability to manage conflicting demands on time and multiple tasks involving multiple co-workers; maintain and exhibit flexibility; work under pressure and meet tight deadlines.
- Ability to understand and accurately follow oral and written instructions.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- Provide effective customer service to both internal and external customers.
- Perform effectively both independently and as part of a team.
- Employs strategies and approaches to ensure and improve inclusion, diversity and equity-based outcomes within the organization and across Cal Cities policies, programs, and services. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Sustain a positive, "can-do" attitude and commitment to customer service for both internal and external customers.
- Respond immediately to changes, demands and workload in a positive and pleasant manner.
- Perform duties with professionalism, both individually and as a member of a team.
- Interpret and apply Cal Cities policies, procedures, guidelines, rules and regulations.
- Travel as needed to perform duties and advance organization goals and objectives.

Experience and Training

A Bachelor's degree in political science, communications, public administration, public affairs, public relations, public policy or related field. Graduate degree in a related field is desirable. Minimum five years progressively responsible experience in local or state legislative issues in political campaigns, legislative advocacy or in a legislative district office or a combination of education and experience which provides the required knowledge, skills, and abilities.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	