



# Director of Government and Public Affairs

*Recruitment services provided by Ralph Andersen & Associates*

## An Outstanding Opportunity

Southern California Association of Governments (SCAG) is conducting an extensive search for a proven Director of Government and Public Affairs. As a member of the Executive Leadership Team, the Director will develop and implement a plan for SCAG's government relations, communications strategy, and community engagement that builds upon outreach efforts and activities to engage local, state, and federal stakeholders in the region. The Director of Government and Public Affairs serves as a critical advisor working proactively and collaboratively to lead the implementation of SCAG's strategic engagement initiative and adopted legislative priorities at the state and federal level. Experience dealing with transportation and mobility issues is desired, along with other areas such as housing, climate action plans, sustainability, and quality of life issues.

At a high level, the Director should have experience quickly analyzing complex political and legislative situations, assessing opportunities, and a proven ability to pivot when change is necessary, while simultaneously cultivating and building trusted relationships with policymakers and their staff across the region. This role will need to deliver a compelling and timely message across a variety of platforms on key issues to all SCAG partners.

At SCAG, we strive to foster a culture of recognition and value leaders who recognize and develop potential within their team and bring out the best in others. This role will oversee 20 talented and dedicated professionals across three departments with functional areas in internal and external communications, legislative affairs, government affairs, local membership needs, and stakeholder engagement.

This is a fantastic opportunity to contribute towards building a sustainable, equitable, and resilient future for the Southern California region. The successful candidate will have the unique opportunity to shape the future of stakeholder engagement and outreach by leading efforts identified in SCAG's Racial Equity Early Action Plan (REEP) Framework.





# Vision

*Southern California's Catalyst for a Brighter Future*

# Mission

*"To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, & promoting best practices."*

## Southern California Association of Governments

Over fifty years ago cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a "continuing, cooperative, and comprehensive" regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties as well as 191 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially due to increased population, now spanning more than 19 million people.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, 14 sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 191 cities in the region are member agencies of SCAG. Current regional planning and policy setting responsibilities of SCAG include the areas of air quality, housing, movement of goods, traffic congestion, transportation, water quality, and solid waste disposal planning, among others. SCAG has a prominent role in new and exciting initiatives such as an Inclusive Economic Recovery Strategy and regional equity and social justice efforts.

Decision-making occurs through SCAG's Regional Council (RC), a government body composed of 86 cities, and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, and 14 sub-regional Councils of Governments (COGs) that represent SCAG's member cities and counties.

*Although this position will require periodic in-office time and occasional travel, SCAG is implementing a hybrid work model that will allow flexibility for this position and other staff members in the organization to continue to contribute from remote work locations.*

SCAG headquarters are in the hub of busy downtown Los Angeles, at Figueroa and 7th streets in a multi-use hotel and office complex that features state-of-the-art architecture and technology. For ease of commuting, the LA office is located across the street from the Metro Red Line 7th Street Station and is easily accessible by commuter trains and buses serving surrounding areas.

# Core Values

*In all our work, we strive to:*

## BE OPEN

*Be accessible, candid, collaborative and transparent in the work we do.*

## LEAD BY EXAMPLE

*Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.*

## MAKE AN IMPACT

*In all endeavors, effect positive and sustained outcomes that make our region thrive.*

## BE COURAGEOUS

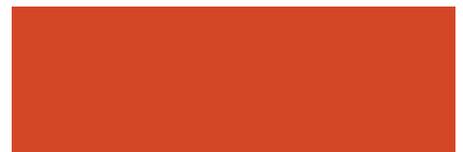
*Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.*

## The Position

Reporting to the Chief Operating Officer, the Director will provide highly responsible and complex strategic and management support to the Executive Director, Chief Operating Officer, and Executive Leadership Team across a broad legislative platform and support a mission-driven organization. The Director will proactively execute strategic communication and workplan objectives with other SCAG departments, elected officials, member agencies, and outside organizations.

### Key Goals and Opportunities for Success

- ◆ Develop and communicate cohesive and collaborative message for the Agency
- ◆ Executive Legislative Platform Priorities
- ◆ Broaden Stakeholder Base and Increase Engagement and Outreach in the Region
- ◆ Convene and Lead Groups of Members, Stakeholders, and Partners
- ◆ Enhance the SCAG Brand and Awareness through Digital Outreach and Social Media



## Key responsibilities include:

- ◆ Cultivate and maintain effective working relationships with Regional Council, elected officials, business community leaders, interest groups, and SCAG staff.
- ◆ Provide a vision and develop key goals for the Division while assuming full responsibility of all public and legislative matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
- ◆ Advise the Regional Council, Executive Director, Chief Operating Officer, and senior management on the political ramifications of SCAG's actions to ensure that consistent and deliberative decision-making is affected and that Regional Council directives are incorporated into policy recommendations.
- ◆ Implement strategies to adopt Regional Council's near and long-term legislative and policy objectives in coordination with partner agencies, such as, seeking funding for the region's priority projects.
- ◆ Continue to support SCAG's ongoing focus on diversity, equity, and inclusion on all communications and in all dealings across all various platforms.
- ◆ Embrace this high-performance organization by contributing and engaging at full capacity and contributing nothing less than stellar work products and deliverables.
- ◆ Develop and oversee implementation of public involvement procedures, including Title VI public participation requirements. Ensure that public hearings and workshops are effectively coordinated and staffed.
- ◆ Responsible for successful production of all SCAG Conferences and Summits, including sponsorship, content development, and event management.
- ◆ Responsible for delivery and evolution of SCAG's website and social media strategy.
- ◆ Manage SCAG's consensus advocacy trips and prioritizes advocacy activities for upcoming state and federal legislative sessions to Washington D.C. and Sacramento. Testify at state and federal legislative hearings, as necessary.
- ◆ Serve as SCAG's chief spokesperson over legislative and public affairs matters and maintain working relationships with state and federal legislators, local elected officials, chambers of commerce, and other governmental entities.
- ◆ Direct through subordinate staff all media relations and agency internal and external communications including press releases, press conferences, and publishing of the agency's newsletters and social media feeds.
- ◆ Direct and oversee the preparation of staff reports, administrative and technical reports, contracts, and other correspondence to ensure that applicable laws, regulations, policies, and procedures are adhered to.
- ◆ Manage the development and implementation of division goals, objectives, policies, and priorities for assigned programs and services. Recommend departmental service and staffing levels; recommend and administer policies and procedures.
- ◆ Direct and participate in the development and administration of Division budget and implement budgetary adjustments, as necessary.
- ◆ Lead the Division and encourage creativity, growth, and initiative. Ensure interactive communication and feedback through meetings with staff, collaborative projects, and measured outcomes.



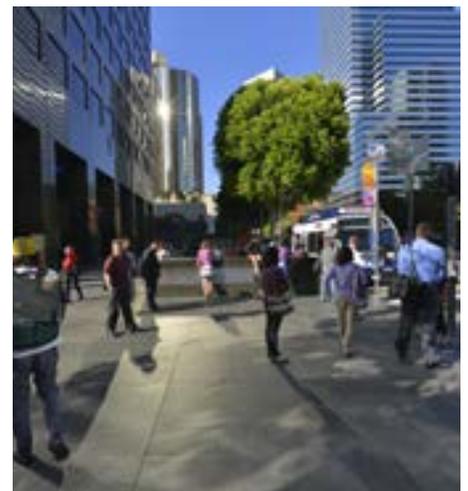


## The Ideal Candidate

The ideal candidate for the Director of Government and Public Affairs will be a people-centric leader who has both big picture vision and is able to establish credibility as a decisive, results-oriented, hands-on executive committed to excellence, independence, transparency, and effective communication methods. Importantly, this Director will put words and concepts into action to develop and drive a strong cohesive message and brand across all platforms.

The ideal candidate will possess first-rate personal, political, analytical, communication and government relations skills, and the ability to establish and maintain trusting and collaborative working relationships. Building coalitions and building strategic partnerships is fully expected in this role as is analyzing complex problems and issues and gaining cooperation and building consensus on controversial topics. The successful candidate will have the ability to build strategic partnerships with other organizations, be attentive to the perspectives of various internal and external stakeholders and be adaptable and reliable when faced with conflicting and changing priorities.

This top candidate will also have exceptional critical thinking skills and cultural intelligence by being attentive to others' cultures and leading with curiosity, humility, and open mindset. This top professional will intuitively support a collaborative and transparent organizational culture that is committed to communicating across the organization and the large, diverse membership.





The ideal candidate will have knowledge of current social, political, and economic trends, operational challenges facing regional government, advanced marketing principles and concepts, and advanced organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

### Personal traits and characteristics:

- ◆ **Confident and engaging role model** with outstanding communication, interpersonal, and leadership skills with a passion for incorporating best practices in a public agency.
- ◆ A strategic and forward-thinking advisor who is **able to establish an effective organizational structure and communication protocols**.
- ◆ A leadership style that **fosters a visible and authentic commitment to equity and makes diversity and inclusion** in the workplace a personal priority.
- ◆ Able to **inspire and motivate others**, instilling an eagerness to achieve goals and fosters a culture of inclusion, successfully guides the organization going forward.
- ◆ An effective collaborator who **empowers others**, pays critical attention to **diversity of thinking and psychology safety**, and focuses on **team cohesion**.
- ◆ An **emotionally intelligent** leader who can resolve conflict effectively through a high level of **self-awareness, social awareness** to recognize others' emotions, and successfully **building and managing relationships to influence, coach, and mentor others**.



## Compensation and Benefits

The annual salary range for this position is \$203,590 to \$264,680 and will be based on qualifications and experience. SCAG offers a competitive benefits program, which will include:

- ◆ **Cell Phone:** SCAG offers a cell phone allowance of up to \$100 per month.
- ◆ **Retirement:** All new hires become members of the California Public Employees' Retirement System (CalPERS). New CalPERS members will be enrolled in the defined benefit formula of 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Classic members will be enrolled in the defined benefit formula of 2% @ 55 years. SCAG pays the employee's 7% contribution for Classic CalPERS members. Employees do not pay into Social Security.
- ◆ **Deferred Compensation Plan:** Empower 457 Deferred Compensation Plan is available, and SCAG provides a 50% match of the employee's biweekly contribution up to \$3,500 per year.
- ◆ **Health Insurance Coverage:** Employees may choose from seven HMO and three PPO CalPERS health plans. SCAG offers a cafeteria plan with a maximum of \$9,600 annually towards medical premiums. \$800/month towards insurance premiums.
- ◆ **Dental and Vision:** SCAG has two dental plans (Delta Dental PPO and DHMO) and a vision plan (VSP). SCAG pays 100% of the cost for dental and vision for all employees and their dependents.
- ◆ **Life and AD&D:** Life insurance in the amount of \$150,000 is provided by SCAG.
- ◆ **Disability Insurance:** Short-term and long-term disability insurance plans are provided by SCAG.
- ◆ **Holidays:** A total of 14.5 paid holidays – 9 designated and 5.5 (44 hours) floating are provided per fiscal year. New employees receive 11 personal floating holiday hours per full quarter.
- ◆ **Vacation:** Starting at 160 hours of vacation per year.
- ◆ **Sick Leave:** Employees accrue sick leave at the rate of 1 day (8 hours) per month (or 96 hours per year). Up to half (48 hours per year) may be used for Family Sick.
- ◆ **Paid Parental Leave:** 12 weeks paid family leave. Employees become eligible for this benefit after 12 months of employment at SCAG.
- ◆ **Bereavement Leave:** Up to 10 days for immediate family; up to 5 days for extended family.
- ◆ **Employee Assistance Plan:** SCAG offers an Employee Assistance Plan through Morneau Shepell.
- ◆ **Flexible Spending Account (FSA):** A tax-exempt savings plan is offered to pay eligible expenses associated with parking expenses, health, and dependent care.
- ◆ **Professional Memberships:** SCAG encourages professional development. SCAG reimburses employees up to \$300 per fiscal year towards professional membership dues that are either directly related to the employee's current SCAG position or career growth.
- ◆ **Tuition Reimbursement:** All regular and at-will employees are eligible to participate in the tuition reimbursement program after 1 year of employment. SCAG's current maximum for reimbursement is \$5,642 per calendar year.
- ◆ **Remote Work:** SCAG's commitment to supporting staff includes providing a flexible working environment and the ability to work remotely. This benefit allows employees to work offsite, often from home, at the discretion and approval of the supervisor.



## Qualifying Experience and Education

**Education:** A Bachelor's degree from an accredited college or university with major coursework in business/public administration, political science, communications, or related. A Master's degree is desired.

**Experience:** Ten years of increasingly responsible communication, public relations, or political experience, including five years of senior legislative and/or policy experience. Five years in a management or leadership role is required.

While experience in California is highly regarded, all highly qualified candidates are strongly encouraged to submit credentials for further consideration.

Career history will include significant professional experience in public policy, advocacy/legislation, public policy research and analysis, and coalition building. Specific experience dealing with transportation and mobility issues is critically important for success in this position. Equally important is strong legislation at the state and federal levels. Additional professional experience should include one or more elements related to housing, climate action plans, sustainability, and other quality of life issues.



## To Be Considered

Interested candidates should **apply immediately** for optimal consideration by submitting a comprehensive résumé and a compelling cover letter. Electronic submittals may be sent to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

*This recruitment will be considered open and continuous and will close when a pool of highly qualified applicants has been received. Candidates are encouraged to apply early in the process for optimal consideration. Review of applicants will be upon receipt of submitted material and is expected to be well underway by late July / early August 2021. This position is open until filled.* Professional references will not be contacted until mutual interest has been established. Following the results of this interview, a few select individuals will be invited to interview with the Chief Operating Officer and other members of the Executive Leadership Team of SCAG. Panel Interviews are anticipated to take place in late August. A mutually agreed upon start date will be determined for the selected candidate. Every effort will be made by SCAG Leadership to accommodate a smooth and effective transition.

## ***Equal Employment Opportunity***

*SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation.*



***scag.ca.gov***

# SCAG Region Agencies

## Cities

- Adelanto
- Agoura Hills
- Alhambra
- Aliso Viejo
- Anaheim
- Apple Valley
- Arcadia
- Artesia
- Avalon
- Azusa
- Baldwin Park
- Banning
- Barstow
- Beaumont
- Bell
- Bell Gardens
- Bellflower
- Beverly Hills
- Big Bear Lake
- Blythe
- Bradbury
- Brawley
- Brea
- Buena Park
- Burbank
- Calabasas
- Calexico
- Calimesa
- Calipatria
- Camarillo
- Canyon Lake
- Carson
- Cathedral City
- Cerritos
- Chino
- Chino Hills
- Claremont
- Coachella
- Colton
- Commerce
- Compton
- Corona
- Costa Mesa
- Covina
- Cudahy
- Culver City
- Cypress
- Dana Point
- Desert Hot Springs
- Diamond Bar
- Downey
- Duarte
- Eastvale
- El Centro
- El Monte
- El Segundo
- Fillmore
- Fontana
- Fountain Valley
- Fullerton
- Garden Grove
- Gardena
- Glendale
- Glendora
- Grand Terrace
- Hawaiian Gardens
- Hawthorne
- Hemet
- Hermosa Beach
- Hesperia
- Hidden Hills
- Highland
- Holtville
- Huntington Beach
- Huntington Park
- Imperial
- Indian Wells
- Indio
- Industry
- Inglewood
- Irvine
- Irwindale
- Jurupa Valley
- La Cañada Flintridge
- La Habra
- La Habra Heights
- La Mirada
- La Palma
- La Puente
- La Quinta
- La Verne
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Elsinore
- Lake Forest
- Lakewood
- Lancaster
- Lawndale
- Loma Linda
- Lomita
- Long Beach
- Los Alamitos
- Los Angeles
- Lynwood
- Malibu
- Manhattan Beach
- Menifee
- Mission Viejo
- Monrovia
- Montclair
- Montebello
- Monterey Park
- Moorpark
- Moreno Valley
- Morongo Band of Mission Indians
- Murrieta
- Needles
- Newport Beach
- Norco
- Norwalk
- Ojai
- Ontario
- Oxnard
- Palm Desert
- Palm Springs
- Palmdale
- Palos Verdes Estates
- Paramount
- Pasadena
- Pechanga Band of Luiseño Indians
- Perris
- Pico Rivera
- Placentia
- Pomona
- Port Hueneme
- Rancho Cucamonga
- Rancho Mirage
- Rancho Palos Verdes
- Redlands
- Redondo Beach
- Rialto
- Riverside
- Rolling Hills
- Rolling Hills Estates
- Rosemead
- San Bernardino
- San Buenaventura
- San Clemente
- San Dimas
- San Fernando
- San Gabriel
- San Jacinto
- San Juan Capistrano
- San Marino
- Santa Ana
- Santa Clarita
- Santa Fe Springs
- Santa Monica
- Santa Paula
- Seal Beach
- Sierra Madre
- Signal Hill
- Simi Valley
- South El Monte
- South Gate
- South Pasadena
- Stanton
- Temecula
- Temple City
- Thousand Oaks
- Torrance
- Tustin
- Twentynine Palms
- Upland
- Ventura
- Vernon
- Victorville
- Villa Park
- Walnut
- West Covina
- West Hollywood
- Westlake Village
- Westminster
- Westmorland
- Whittier

## Counties

- Imperial County
- Los Angeles County
- Orange County
- Riverside County
- San Bernardino County
- Ventura County

## Subregional Organizations in the SCAG Region

- Arroyo Verdugo Communities Joint Powers Authority
- City of Los Angeles
- Coachella Valley Association of Governments
- Gateway Cities Council of Governments
- Imperial County Transportation Commission
- Las Virgenes Malibu Council of Governments
- North Los Angeles County
- Orange County Council of Governments
- San Bernardino County Transportation Authority / San Bernardino Council of Governments
- San Fernando Valley Council of Governments
- San Gabriel Valley Council of Governments
- South Bay Cities Council of Governments
- Ventura Council of Governments
- Western Riverside Council of Governments
- Westside Cities Council of Governments