



**SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS**
invites applications for the position of:
Legislation Manager

SALARY: \$137,633.60 - \$178,921.60 Annually

OPENING DATE: 09/12/17

CLOSING DATE: Continuous

DESCRIPTION:

Southern California Association of Governments (SCAG) is seeking an experienced Manager of Legislation to oversee and support lobbying efforts for bills, outreach and community engagement strategies such as visits by stakeholders to elected officials, and the development of policy briefs and other tools. Under general direction of the Director of Policy and Public Affairs, the Manager of Legislation will manage all aspects of State and Federal legislation and appropriateness including assessing the impact of proposed legislation, proposing and helping draft strategic legislative initiatives, and coordinating a response to all applicable legislative proposals. This role requires a legislative expert who can navigate complex political environments to increase the visibility of SCAG's legislative efforts. The Manager of Legislation will develop strategies and tactics to support all aspects of legislative affairs and leads the implementation of these integrated strategies to further the agency's objectives and goals.

OUR LOCATION

SCAG headquarters is located in the hub of busy downtown Los Angeles, at Figueroa and 7th streets. By the end of 2017 or early 2018, SCAG will relocate to the 900 Wilshire Building, a new, multi-use hotel and office complex that features state of the art architecture and technology and LEED Gold Certification. The downtown location is vibrant and exciting with LA Live, new restaurants, music, sports, shopping, libraries, museums, theaters and residential opportunities. SCAG is in a culturally diverse area near excellent public transit access and Koreatown, Little Tokyo, Chinatown, Olvera Street and Grand Central Market. Southern California boasts near-perfect weather and close proximity to mountains, beaches and deserts, which encourages physical fitness and year-round activities.

The office is located across the street from the Metro Red Line 7th St. station and is easily accessible by commuter trains and buses serving surrounding areas. Metro light rail and the subway connect downtown LA to Hollywood, Universal City, Santa Monica, Pasadena, Azusa, Long Beach and many vibrant and up-and-coming neighborhoods.

WHO WE ARE

Founded in 1965, the Southern California Association of Governments (SCAG) is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address important regional issues. Under federal law, SCAG is designated as a Metropolitan Planning Organization (MPO) and under state law as a Regional Transportation Planning Agency and a Council of Governments. SCAG leads discussions and decisions that impact complex mobility issues facing this large and economically important region. From transportation systems to land use policies to air quality and public health impacts, SCAG plays a vital role in shaping Southern California's future.

The SCAG region encompasses six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura) and 191 cities in an area covering more than 38,000 square miles. This large area encompasses urban centers and natural expanses, centers of industry, entertainment and agriculture, beaches, mountains and deserts. The agency develops long-

range regional transportation plans including sustainable communities' strategy and growth forecast components, regional transportation improvement programs, regional housing needs allocations and a portion of the South Coast Air Quality management plans. Currently, the governing body, the Regional Council, consists of 86 members, primarily elected officials from across Southern California.

WHAT WE BELIEVE

MISSION

Under the guidance of the Regional Council and in collaboration with our partners, our mission is to facilitate a forum to develop and foster the realization of regional plans that improve the quality of life for Southern Californians.

VISION

An international and regional planning forum trusted for its leadership and inclusiveness in developing plans and policies for a sustainable Southern California.

SCAG CORE VALUES

- **Collaboration:** We foster collaboration through open communication, cooperation and a commitment to teamwork.
- **Service:** Our commitment to service and leadership is second to none.
- **Trust:** The hallmark of our organization is trust and is accomplished through a professional staff, transparency in decision making and objectivity and accuracy in our day-to-day work.
- **Revolutionary:** We are revolutionary in our thinking to achieve a cutting edge work program that is emulated by others.
- **Sustainability:** We work with our partners and local governments to achieve a quality of life that provides resources for today's generation while preserving an improved quality of life for future generations.
- **Empowering:** The empowering of staff occurs to request initiative, confidence and creativity while promoting inclusionary decision-making.
- **Rewarding:** We promote a work environment that allows for professional and personal growth, recognizes astounding achievement, and makes a positive difference in the lives of the staff and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulates strategies and messaging for effective implementation of Regional Council's approved legislative priorities, prepares legislative strategies for specific SCAG planning areas; and advises SCAG's executive management on relevant legislation and legislative activity.
- Develops and extends relationships with members and staff of the State Legislature, Congress, state, and federal agencies in support of SCAG priorities; meets one-on-one with members of the Legislature, their staff, and other State government officials to gain support for the SCAG's advocacy issues.
- Coordinate with contracted lobbyist firm to effectively monitor and analyze both current and proposed federal, state, and local legislation, collaborate in assessing the impact on SCAG's programs, projects, and operations.
- Works closely with SCAG's Legislative/Communications and Membership Committee members and key stakeholders to develop consensus and coordination on legislative activities.
- In consultation with SCAG executive management, elected officials and other stakeholders, prioritizes advocacy activities for the upcoming state and federal legislative sessions.
- Coordinates with staff for media advocacy support for legislative efforts; integrates media campaigns into policy activities; works closely with staff on media advocacy opportunities to further SCAG's legislative agenda.
- Works with staff to prioritize state legislative agenda in terms of member efforts/needs, develops legislative campaign plans, and works to gain support on the issues identified.

- Proactively advocates policy agenda priorities with the State Legislature and Congress as appropriate; develops strategy and coordinates efforts to oppose legislation that would hinder SCAG's mission and supports those that would advance SCAG priorities.
- Manages SCAG's consensus advocacy trips to Washington, D.C. and Sacramento including preparation of advocacy materials, and on-site logistics.
- Oversees the tracking and reviewing of bills related to ground transportation, aviation, air quality, land use, housing, economic development and goods movement.
- Monitors legislative and regulatory issues of concern to SCAG and attends forums where legislation is discussed; apprises executive management of emerging advocacy issues.
- Analyzes relevant data, information, and perspectives from agency staff, members, interest groups, bill sponsors and other governmental agencies; assesses impacts of proposed legislation on SCAG's programs; reviews subordinate staff recommendations on legislative proposals and recommends agency's strategy and position.
- Coordinates SCAG's responses to policy and legislative issues; acts as SCAG's spokesperson on legislative activities when attending congressional, city, county, and councils of government meetings.
- Prepares regular updates and reports to executive management, the Legislative/Communication and Membership Committee and SCAG members on the status of SCAG legislative priorities.
- Participates on a variety of committees and task forces; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transportation and policy.
- Selects, trains, coaches, and evaluates staff

MINIMUM QUALIFICATIONS:

EXPERIENCE: Eight years of progressively responsible experience involving managing legislative relationships/building alliances as legislative liaison at any level of government. Preferred direct experience working in Sacramento and/or Washington with demonstrated experience developing key legislative bills or language. Five years of supervisory and management experience.

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 preferred.

WHO YOU ARE:

The ideal candidate will possess first-rate personal, political, analytical, communication and government relations skills, and demonstrated ability to establish and maintain trusting and collaborative working relationships with those contacted in the course of work including government officials, community groups, the business community, the general public and media representatives. The successful candidate will have existing knowledge of and relationships in the region and have demonstrated experience building 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. The ideal candidate will have knowledge of current social, political and economic trends, operational challenges facing regional government, advanced marketing principles and concepts, advanced organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. He/she will have the ability to direct and conduct complex research studies and develop policy recommendations and to prepare comprehensive and accurate reports of various types and complexities. The successful candidate will have excellent communication and interpersonal skills.

Knowledge of: Operational characteristics, services, and activities of a legislative program; legislative and political process; organization and management practices as applied to the analysis and evaluation of legislative programs and policies; program and budget development and administration; media and public relations principles and concepts; principles of supervision, training, and performance evaluation; transportation funding sources and processes; pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Provide administrative, management, and professional leadership and direction for

the Legislation Department; build effective networks and relationships with staff, members, stakeholders, and state/federal representatives and their staff; develop and implement legislative strategies; provide presentations in a polished and persuasive manner; plan, organize, direct, and coordinate the work of professional staff and consultants; select, supervise, train, and evaluate staff; identify and respond to community and Regional Council issues, concerns, and needs; perform extensive research and analysis, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and administer budgets; allocate limited resources in a cost effective manner; communicate effectively in writing.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.scag.ca.gov>

Position #00136
LEGISLATION MANAGER
NK

818 W. 7th Street, 12th Floor
Los Angeles, CA 90017
213-236-1800
213-236-1800

katz@scag.ca.gov

Legislation Manager Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of education?
 - Associate's degree
 - Bachelor's Degree
 - Master's Degree or higher
 - None of the above
- * 2. How many years of experience do you have in a senior legislative/policy role?
 - No experience
 - Less than 5 years
 - 5 to less than 7 years
 - 7 to less than 10 years
 - 10 years or more experience
- * 3. How many years of professional experience do you have in a supervisory or managerial capacity?
 - No experience
 - Less than 5 years
 - 5 years to less than 7 years
 - 7 years to less than 10 years
 - 10 years or more experience
- * 4. How many years of professional experience do you have working with elected officials?
 - No experience
 - Less than 5 years
 - 5 years to less than 7 years
 - 7 years to less than 10 years
 - 10 years or more experience
- * 5. This position will need to cultivate relationships with internal and external stakeholders to further the Regional Council's policy agenda. Please provide an example of how you have built and leveraged relationships with various stakeholders to build support for one of your agency's key policy or legislative initiatives.
- * 6. The Legislation Manager is responsible for ensuring collaboration and effective communication regarding legislative or policy initiatives across the organization. Please

describe your approach and the steps you take to ensure there is consensus and integration of strategies to move the agency's legislative priorities forward.

* Required Question