



Access Services
PO Box 5728
El Monte, CA 91734
213.270.6000
accessla.org

POSITION AVAILABLE
MANAGER OF GOVERNMENT AFFAIRS AND OUTREACH
SALARY RANGE - \$82,000 TO \$116,000

Access Services, the designated administering agency for ADA paratransit in Los Angeles County, located in El Monte California, is seeking a Manager of Government Affairs and Outreach. Access Services oversees one of the largest paratransit programs in the United States with an annual budget in excess of \$177 million. In total, Access Services provides more than 3.6 million trips per year to more than 177,000 qualified disabled riders in a service area of over 1,950 square miles. The agency is also the Consolidated Transportation Services Agency (CTSA) for Los Angeles County.

POSITION

Reporting to the Executive Director, the Manager, Government Affairs and Outreach is responsible for the oversight of the agency's local, state and federal advocacy and outreach programs, media relations and other duties as assigned. The Manager will ensure the long-term viability of the organization by working with various internal and external stakeholders to achieve the agency's goals and objectives as directed by the Board of Directors and the Executive Director.

EXAMPLE OF DUTIES

- Manage the Agency's local, state and federal legislative and outreach programs;
- Serve as a point of contact and resource for elected officials' offices at all levels of government as well as governmental and regulatory agencies;
- Participate in the analysis, development and promotion of policies, legislation and initiatives that facilitate Access' mission to provide quality ADA paratransit to people with disabilities;
- Represent Access at the California Transit Association, the American Public Transportation Association and other industry groups as assigned;
- Represent Access, if necessary, in front of governmental policy committees;
- Oversee and direct the Agency's federal, state and local advocates;
- Oversee Access' media relations program;
- Oversee and participate in the Agency's outreach programs to various stakeholder groups, including Access' Member Agencies and groups that serve people with disabilities;
- Participate in emergency/disaster preparedness drills and assist in actual emergency/disaster response activities as the Agency's Public Information Officer (PIO);
- Perform other duties as directed.

QUALIFICATIONS

- Knowledge of State and Federal laws and policies governing the transportation of riders with disabilities;
- Knowledge of legislative and other governmental processes;
- Good understanding of paratransit operations;
- Ability to work in the field with minimal supervision;
- Be detail-oriented, a problem solver with proven success in a high-energy environment while juggling multiple tasks with critical deadlines;
- Have good business writing skills;
- Have good business verbal communications and presentation skills;
- Have good leadership and team facilitation skills;
- Have a strong appreciation for customer service and service quality improvement;
- Be results-oriented and self-motivated;
- Have excellent prioritizing skills and the proven ability to render quick and sound decisions;
- Have experience working with persons with disabilities, including involvement with citizen or rider advisory groups;
- Valid Class C driver's license with clean DMV record
- Strong team player who is able to work effectively and efficiently with others toward common goals.

EXPERIENCE AND EDUCATION

- Undergraduate degree from college/university required and 3-5 years related experience, including supervisory experience or equivalent combination of education and experience.

EQUAL OPPORTUNITY EMPLOYER

Access provides equal employment opportunities for all applicants and employees. Access does not unlawfully discriminate on the basis of race, color, religion, gender, family care status, marital status, Vietnam Veteran status, national origin, ancestry, citizenship, age, physical disability, mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), sexual orientation or any other characteristic protected by state or federal law. Access makes reasonable accommodations for applicants and employees with disabilities, and prohibits the unlawful harassment of any individual as defined by state or federal law.

This notice is for information purposes only; it is not intended to be a job description. Position

will be posted until filled. Please mail to: Access Services, Attn: Human Resources, P.O. Box 5728, El Monte, CA 91734, or fax to (213) 270-6051. Resumes may also be e-mailed to hr@asila.org