



## The Government Affairs Division

The Chief Government Affairs Officer manages talented teams in the Board of Directors office and the Government Policy office. Board staff provide support to members of the Board of Directors, other local elected officials, and their staff on regional and national issues; maintain official records including the preparation of meeting agendas and minutes; and responds to Board correspondence. Government Policy staff conduct special research and/or assistance on matters relating to regional and national organizations which impact VTA; develop policy recommendations; author policy text and interagency agreements; evaluates plans and programs of other agencies; and serves as senior VTA liaison to designated organizations.

## Ideal Candidate

Santa Clara Valley Transportation Authority (VTA) is seeking a strategic, motivated, and flexible leader to join VTA's executive leadership team as the next Chief Government Affairs Officer (CGAO). In this role, transportation experience is required, and transit expertise is highly desirable.

An ideal candidate will exhibit high-level management skills, including the ability to build and develop a cohesive government affairs team. Superior communication skills, especially with elected officials and their staff, are essential. The ability to build relationships both within and outside of VTA will be critical in advancing public policy initiatives and stakeholder engagement.

The CGAO will be responsible for overseeing the legislative program, including writing legislation and managing the staff responsible for this task. They will also provide oversight of materials sent to regional, state, and federal officials, ensuring they are clear, strategic, and compelling. Experience in managing lobbyists and a deep understanding of legislative advocacy and policy development is crucial for success in this role.

The role involves engaging meaningfully with the Board of Directors and Executive Leadership Team, overseeing policy-related matters with regional partners such as Caltrain, BART, and Metropolitan Transportation Commission. Occasional travel to Washington DC and Sacramento is required to accompany the CEO/General Manager. Political savvy is essential to navigate the complex political landscape and promote VTA's interests effectively. An in-depth knowledge of transportation, particularly public transit, and familiarity with Bay Area officials at all levels of government is highly desirable.

If you have a strong political acumen, strategic prowess, and a passion for advancing public transit, we encourage you to apply. Use your leadership and join us in driving forward the future of transit in our community! Your leadership will make a significant impact on the future of public transit in our community.

The successful candidate will possess any combination of equivalent experience and education that provides the knowledge and abilities necessary for successful job performance, such as a bachelors degree in a related field and five (5) years of progressively responsible experience in public affairs, business administration, political science, or related field. A minimum of three (3) years of supervisory experience is also required. A background in public transit is preferred. State and Federal legislative and regulatory experience is desired.

## Position Highlights

The Chief Government Affairs Officer can look forward to leading and participating in important and exciting projects, such as:

- Leading the development of a legislative and regulatory advocacy strategy and implementation.
- Growing relationships and engagement with community and government stakeholders while mitigating regulatory, policy, and public affairs risks.
- Developing strong internal relationships with our leaders to understand their needs and support them effectively.
- Developing and maintaining relationships with local and state officials, agencies, and stakeholders to foster positive understanding of VTA's business and objectives.
- Working with internal stakeholders to craft policy and public affairs agendas and developing operational plans to execute strategy.
- Managing local and federal government affairs consultants directly by providing clear guidance, oversight, and expectations.
- Aligning government affairs efforts to the organization's overall strategic goals to help define priorities for the government affairs function.
- Supporting VTA's strategic vision by leading portions of the GM/CEO's VTA Forward plan and change goals.
- Contributing to the strategy for transit growth under various bus and/or rail service levels.
- Serving as the primary spokesperson for VTA on government affairs and public policy matters.
- Building the government affairs function to be best in class, ensuring the team is meeting the organization's government affairs objectives.
- Elevating VTA's efforts to evolve into a more diverse, inclusive, and equitable corporate citizen and employer.

# Chief Government Affairs Officer

## Benefits

Santa Clara VTA offers a comprehensive and generous benefits package that includes but is not limited to:

- **Medical** - VTA pays up to the Kaiser Bay Area family rate for employees. Employees pay the excess above the Kaiser Bay Area family rate if a different medical plan is selected.
- **Dental** - The premium for family coverage for each of the two plans is fully paid by VTA
- **Vision** - The premium for family coverage is fully paid by VTA.
- **Deferred Compensation Plans 457 & 401(a)** - Executive Management may set aside up to the maximum allowed by law on a tax-deferred basis in a 457 Plan. They may also choose to participate in a supplemental 401(a) tax-deferred retirement plan.
- **Retirement** – California Public Employees’ Retirement System (CalPERS) pension plan.
- **CalPERS** classic members benefit formula 2% at 55. Classic members hired before 1/9/12 pay 6% required employee contribution. Classic Members hired after 1/9/12 pay 7% required employee contribution. New CalPERS members (PEPRA) benefit formula 2% at 62. New CalPERS members
- **(PEPRA) pay 7.25%** required employee contribution.
- **Retirement Medical** - Executive Management are eligible for retiree medical coverage if they have five years of PERS service time, qualify for a PERS pension, and retire within 120 days of separation from VTA.
- **Social Security** - VTA contributes the required employer contribution on behalf of all employees. The employees also make their required contributions.
- **Life Insurance** - VTA will provide \$100,000 in term life insurance and \$100,000 in AD&D insurance.
- **Relocation Assistance** – A specifically tailored relocation package is available.

## Additional Benefits

- 31 Days of Scheduled time off.
- 8 Days of Sick Leave, per fiscal year with unlimited accumulation.
- Potential for Hybrid Work Schedule
- 12 paid, observed holidays per year and one floating holiday after the first year of employment.
- Annual leave “cash-out” program.
- Commuter Tax Benefit Plan.
- Complimentary Transit Passes for you and your family.
- Tuition Reimbursement, Professional Development, and Wellness Programs

## Compensation and Benefits

The salary range for this position is \$218,424.91 - \$298,778.23. Placement within the range will be DOQ.

## Application

The closing date for this recruitment is midnight, **Sunday, March 31, 2024.**

To be considered for this opportunity, upload a compelling cover letter, resume, and 6 professional references should be available upon later request.

**Sonya Morrison**, Chief People Officer  
*Sonya.Morrison@vta.org*, (408) 582-4105

## Selection Process

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews. Candidates deemed to be the most qualified will be scheduled for interviews April 11, 2024. VTA anticipates making an appointment shortly, thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.

## About Santa Clara VTA

Santa Clara Valley Transportation (VTA) is an independent special district that provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region. VTA is responsible for bus, light rail and paratransit operations and serves as the county’s congestion management agency. As such, VTA is responsible for countywide transportation planning, including congestion management issues, specific highway improvement projects, pedestrian and bicycle improvement projects, and provides these services throughout the county, including the municipalities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga and Sunnyvale. VTA continually builds partnerships to deliver transportation solutions that meet the evolving mobility needs of Santa Clara County

**MISSION** . . . . . Solutions that move you

**VISION** . . . . . To innovate the way Silicon Valley moves

**CORE VALUES** . . . . . Safety, Integrity, Quality, Sustainability,  
Diversity, Accountability

**ACTION VALUES** . . . . . Create, Collaborate, and Lead



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