



JOB ANNOUNCEMENT
Equal Opportunity Employer M/F/D

POSTED
June 13, 2008

REVISED

JOB CODE: 08-15

EXEMPT

TITLE: COMMUNITY INVOLVEMENT COORDINATOR - HIGH CAPACITY TRANSIT

SALARY RANGE: \$4,206-\$5,685/month

APPLICATION LOCATION: Apply on-line at www.c-tran.com, call (360) 696-4494, or pick up application materials at:
2425 NE 65th Avenue
Vancouver, WA 98661

APPLICATION, COVER LETTER, AND RESUME MUST BE RECEIVED BY: Open until sufficient applications are received.
May close at any time without notice.

SUMMARY

A responsible position within the Development and Public Affairs Department involving the coordination and execution of all community involvement activities related to High Capacity Transit (HCT) planning. Work includes planning, scheduling, organizing, and implementing community outreach and public involvement activities necessary to provide information regarding HCT projects to a variety of audiences.

SCOPE OF RESPONSIBILITY

The incumbent will perform a wide diversity of work situations involving a high degree of complexity and will be responsible for determining the practices and procedures that govern the work of the position and contribute to the development of new concepts. Incumbent will be expected to exercise sound judgment in the decision-making process regarding various community involvement programs, media relations, and other

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outreach efforts. Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

Work is performed independently under minimal supervision from the Public Affairs Manager and considerable judgment is expected to be exercised in the execution of duties.

ESSENTIAL FUNCTIONS

Evaluate community involvement needs, public comments, ideas and concerns and develop and administer strategies for targeting public affairs activities and messages accordingly. Assure that constituents' concerns are reflected in C-TRAN's HCT Program.

Aggressively pursue external partnerships with other public agencies, private sector groups, and community groups to ensure community involvement in HCT projects locally underway.

Make presentations and represent C-TRAN's interests to various public, private, and community groups as necessary, especially in regard to project status.

Maintain a current working knowledge of the technical issues surrounding any C-TRAN supported HCT project.

Attend external meetings, advisory committee meetings, and other related meetings to keep current on community issues related to the HCT projects.

Work proactively with other public agencies, community groups, and private-sector groups to ensure that their publications reflect accurate information regarding C-TRAN and the HCT projects.

Respond to citizen, technical, and transit industry requests for information regarding the HCT projects.

Develop scopes of work and oversee consultant contracts related to the community involvement function.

Conduct media relations for the HCT project, write and review press materials, organize media events and news conferences, and help develop strategies for improved communications.

OTHER FUNCTIONS

Obtain meeting rooms, issue public notices, organize agendas, engage speakers, and keep records.

Prepare reports as required for presentation to the C-TRAN Board of Directors.

Assist the Graphics Coordinator with the maintenance of the C-TRAN Web site, including uploading files and updating contents.

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Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Bachelor’s Degree in public administration, communications, public relations, or related field with at least two years’ of progressively responsible experience in community/public relations, preferably related to transportation or within the public sector, required.

Knowledge of techniques and methods of disseminating information effectively to the public, including demonstrated experience with computer desktop publishing, graphics, and design. Basic understanding of web principles and internet required.

Knowledge of the basic principles and procedures of transit, city, county, and regional planning, including application of state and federal laws and processes; political and organizational networks influencing public policy decisions in the Portland/Vancouver metropolitan area; and principles of journalism, public relations, and marketing.

Ability to work in high-pressure environment with multiple priorities, managing and/or performing several tasks simultaneously.

Ability to work effectively with and make presentations to internal staff, representatives from other agencies/districts, and representatives of neighborhood, civic, business, and other diverse groups.

Demonstrated ability to build public support for an agenda or initiative.

Excellent written and oral communication skills.

Demonstrated ability to write and edit news releases, newsletters, advertisements, fact sheets, and reports.

Ability to work flexible hours, including evenings and weekends as required.

PHYSICAL REQUIREMENTS

N = Never (0%), R = Rarely (0-20%), O = Occasionally (21-50%),
 F = Frequently (51-80%) C = Continuously (81+%)

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| (R) Climbing | (N) Balancing | (R) Stooping |
| (R) Kneeling | (R) Crouching | (R) Crawling |
| (O) Reaching | (R) Standing | (O) Walking |
| (N) Pushing | (R) Pulling | (R) Lifting |
| (F) Fingering | (O) Grasping | (R) Feeling |
| (C) Talking | (C) Hearing | (C) Sitting |
| (R) Carrying | (R) Repetitive Motions | |
| (C) Seeing (short distance) | (O) Seeing (long distance) | |

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MENTAL REQUIREMENTS

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| (F) Decision Making | (F) Teamwork | (O) Creativity |
| (C) Interpersonal Skills | (F) Customer Service | (F) Mentoring |
| (F) Use of Discretion | (F) Problem Analysis | (N) Selling |
| (O) Presentation/Teaching | (C) Write English | (C) Read English |
| (C) Understand English | (C) Speak English | (R) Negotiation |
| (O) Training/Supervising | (F) Independent Judgment/Action | |
| (F) Perform basic math (add, subtract, multiply, divide) | | |
| (F) Perform advanced math (analysis, statistics, significant data or number manipulation) | | |
| (N) Perform basic programming (database setup, setting system defaults, some software modification) | | |
| (N) Perform advanced programming (software development and/or modification, and system development) | | |

WORKING CONDITIONS

- (N) Exposure to environmental influences (beyond normal office environment) such as poor ventilation and illumination, loud noises, adverse weather conditions, and heavy congestion.
- (N) Exposure to accidents or health hazards on the job which includes working with chemicals, operating equipment/machinery, and exposure to infectious diseases.
- (N) Exposure to adverse public relations conditions, such as health hazards presented by hostile citizens.
- (O) Frequent abrupt and unexpected changes in work assignments, goals, and deadlines.
- (O) Length and irregularity of work hours such as attending meetings or completing assignments before or after the normal work day.

ADDITIONAL REQUIREMENTS

Regular, dependable attendance is required.

Must possess a valid driver's license from the state of residence and maintain a good driving record.

Must be able to comply with C-TRAN's nonsmoking policy and function in a nonsmoking work environment.

Must pass an employment physical examination to be certified for the position and maintain a physical condition which, either with or without accommodation, allows completion of all essential duties.

If selected for the position, documentation that you are a United States citizen or an alien lawfully authorized to work in the United States will be required to establish your identity and work authorization in accordance

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with the employer's obligation under the Immigration Reform and Control Act of 1986.

If selected for this position, employment will be conditional pending completion of a criminal background investigation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.