



## Job Description

**Job Title:** Vice President, Public Policy  
**Department:** Public Policy  
**Reports to:** Chief Operating Officer  
**FLSA Status:** Exempt

### Job Summary

Responsible for overseeing the Chamber's public policy planning and advocacy agenda. Supervise the staff in the Public Policy Department and the Chamber's Sacramento Legislative Consultants. Represent the business community's interests before government bodies, and "brand" the Chamber name and Chamber's successes.

### Essential Duties and Responsibilities

- Oversees day-to-day activity for the Public Policy Department
- Coordinates and develops agenda items, policy positions and staffs various Chamber Public Policy committees.
- Establish and maintain a prominent public policy role for the Chamber with city/state/federal government decision makers and their staff.
- Oversees special ad hoc committees as needed.
- Responsible for correspondence to Chamber members, committee members, and elected and community officials.
- Responsible for developing the Chamber's legislative agenda in DC and Sacramento.
- Attends community and government meetings and testifies before city and county agencies.
- Researches and analyzes government policy (city, county, state and federal level) for Chamber positions and policy statements.
- Maintains close relationships with City, County, State and Federal elected officials and staff.
- Meets with potential Chamber members and educates them on the activities involving Public Policy.
- Responds to member inquiries as they relate to assigned committees.
- Write articles as requested for various publications, and represents the Chamber in the media.
- Gives presentations to member organizations regarding the Chamber's regional activities.
- Develops relationships and maintains contacts with the Port, EDC, SANDAG, BIOCUM, and various other trade associations and government agencies.
- Represents the Chamber on outside boards, committees, organizations, and at community functions.
- Supervises Intern program and plans, assigns, and oversees work product to further skill development.
- Other duties and responsibilities as assigned.

### Interactions

Interacts frequently with staff, board members, community leaders, elected officials and their staff in person, by telephone or through correspondence.

**Qualifications and Requirements:**

## Education/Experience:

- Bachelor's degree in political science, business or related field
- 15 years related experience strongly preferred; minimum of 10 years staff management experience
- Thorough understanding of city, county, state and federal legislative issues preferred.
- Experience and knowledge of city legislative issues a must.

**Knowledge, Skills and Abilities:**

- Proficiency with word processing (MS Word) and calendar program (MS Outlook), familiarity with spreadsheet (MS Excel), a relational database, and Internet applications.
- Excellent written skills to include the ability to write reports, policy positions, white papers, correspondence and other documents.
- Excellent verbal communication skills including strong presentation and persuasive speaking skills.
- Excellent interpersonal skills, including tact and professionalism in dealing with staff and the public.
- Strong grasp of international relations and geographic locations.
- Strong understanding of US government operations and legislative processes from the local, state and federal level, and broad knowledge of key issues, political and economic trends affecting the region.
- Ability to read and interpret news articles, reports, government documents and briefings, in order to understand current issues.
- Ability to work efficiently in a fast-paced, multi-tasked environment.
- Ability to work independently with limited supervision.
- Excellent organizational skills and attention to detail.