



metrochamber

SACRAMENTO METROPOLITAN
CHAMBER OF COMMERCE

Job Description		
Job Title: Public Policy Manager	Reports to: Vice President for Public Policy and Economic Development	FLSA Status: Exempt

Summary: The Public Policy Manager will work under direction of the Vice President for Public Policy and Economic Development for management, execution of policy, and political advocacy efforts of the Metro Chamber's Government Affairs Division by ensuring all administrative and clerical duties that support the programs and policy activities are successful.

Essential Responsibilities include the following. Other duties may be assigned.

- Exemplify Metro Chamber's Mission Vision and Values by exceeding internal and external company goals and expectations through Collaboration, Growth Orientation and Impact over Ego.
- Support Metro Chamber Public Policy programs and events as necessary for policy development and the execution of programs such as Cap-to-Cap and annual Study Mission.
- At the direction of the Vice President for Public Policy and Economic Development, attend public agency meetings, public hearings to monitor and represent the Metro Chamber on priority issues.
- Support Metro Chamber public policy committees, as assigned. Committee support includes working with committee leadership to prepare agendas and guide subject matter, provide policy research and analysis as needed, staff meetings and provide follow up communication to Board Leadership and staff.
- Primary staff liaison to ethnic and geographic chambers and partner organizations in the Metro Chamber service area.
- Provide support to the Chamber's political action committee meetings and activities. This includes working under the direction of the VP Public Policy to create and distribute the monthly Board packet, interacting with the PAC's accountant, managing the logistics and events for the PAC fundraisers.
- Support the Vice President of Public Policy in the development and implementation of Metro Chamber advocacy priorities.
- Provide support, and staff booths at Metro Chamber events and programs.
- Will be required to travel for Chamber Programs as needed.

Competencies: To perform the job successfully, an individual should demonstrate the following:

- **Job Knowledge / Technical Skills** – Thoroughly understands all aspects of the job; possesses practical hands-on experience; Needs some direction. Drive to continuously build one's knowledge base and improve professional skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance timely; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Speaks and writes clearly and persuasively in positive or negative

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situations; Listens and gets clarification; Responds well to questions; Writing is clear, informative and professional.

- **Administration and Organization Support** - Follows policies and procedures; Processes paperwork accurately, timely and legibly; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Productivity** - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly. Can be relied upon to meet schedules, deadlines and productivity standards; completes tasks on time or notifies the appropriate person with an alternate plan; Ability to prioritize workload, attain needed resources and execute a plan that optimized results.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Safety and Security** - Daily actions demonstrate our standard for a safe and secure workplace.
- **Stress Management**- Successfully copes with demands from superiors, subordinates, and peers
- **Strategic Thinking**- Focuses on how to create a better future for the organization by being proactive, prioritizing work performed by the level of importance and adding value through the accomplishment of high payoff results
- **Professionalism**- Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Dependability**- Can be relied upon to meet schedules, deadlines and productivity standards; completes tasks on time or notifies the appropriate person with an alternate plan.
- **Leadership**- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; Identifying employees with potential and invests time and energy in developing their talent.
- **Innovation**- Displays original thinking and creativity/ meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Problem Solving/Judgement**- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions and assess consequences; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Initiative**- Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed; Sets and achieves challenging goals;

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Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree from four-year college or university in a Public Policy related field; or three to four years related experience and/or training; or equivalent combination of education and experience in State Legislation, Local Government.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, board members, clients, customers, and the general public.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- **Business Acumen:** Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of, Internet software, Microsoft Excell, Word, Access, and Outlook.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is:

Standing and Sitting: Specific demands for standing and sitting on this job:

- Regularly required to stand;
- Regularly required to sit

Walking and Reaching: Specific demands for walking and reaching on this job:

- Occasionally required to walk and reach with hands and arms

Climb, Balance, Crawl: Specific demands for this job:

- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Dexterity and Sense of Touch: Specific demands for sense of touch and dexterity on this job:

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- Frequently required to use hand to finger movements, handle, or feel;

Lifting: Specific demands for lifting on this job:

- Regularly lift and/or move up to 10 pounds
- Occasionally lift and/or move up to 25 pounds

Vision: Specific vision abilities required by this job:

- Close vision
- Distance Vision
- Peripheral Vision
- Depth perception

Verbal and Auditory Demands: Specific talking and hearing abilities required by this job:

- Must be able to talk and hear

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

Employee Acknowledgement:

My signature certifies that I understand that the foregoing job description is a description of work to be performed, expected competencies and qualifications necessary to be successful. I am attesting that I meet or exceed these qualifications and can perform the essential duties while adhering to the standards set forth under the Physical Demands.

Employee Name

Employee Signature

Date

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