



MAINE TURNPIKE AUTHORITY
Job Description

Job Title: Government Relations & Planning Manager
Pay Range: Professional/Technical 18
Reports To: Director of Communications & Government/Public Relations
Department: Administration
FLSA Status: Exempt

Summary

The Government Relations & Planning Manager supports the Director of Communications and Government/Public Relations (DCGPR) in maintaining relationships with the legislature, including monitoring legislation, rule-making, and public hearings relevant to the Maine Turnpike Authority. This role involves fostering and maintaining effective relationships with municipal officials, legislators, state and federal agencies, planning organizations, special interest groups, the general public, MTA staff, and consultants. Responsibilities include the analysis and review of transportation proposals, programs, policies, and projects, as well as managing joint MaineDOT project studies. The Manager serves as a municipal liaison during the planning, development, and permitting of construction projects.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

- Assume full operational responsibility for planning, directing, administering, and supervising all Government Relations and Planning functions in the absence of the DCGPR.
- Support the DCGPR in legislative matters, including monitoring legislative bills, drafting bills and amendments, and developing MTA's legislative positions.
- Draft testimony and legislative materials, coordinating with the MTA Staff Attorney for review, and providing recommendations to the DCGPR and Executive Director.
- Deliver testimony on behalf of MTA before legislative committees.
- Works with DCGPR to build and nurture strong relationships with legislators and maintain communication channels with municipalities along the Turnpike corridor.
- Coordinates the public hearing schedule and the planning and meeting calendar for the Executive Director and the DCGP.
- Corresponds with the public, explains procedures, answers questions, and addresses complaints via varied communications paths.
- Serves as MTA representative on various Metropolitan Planning Organization (MPO) boards and committees.
- Responsible for managing joint MaineDOT planning studies on behalf of MTA in coordination with DCGPR.
- Assists in researching, analyzing data, creating, writing, editing and disseminating public information and reports identifying regional transportation needs, deficiencies, priorities and goals.
- Participate in public meetings and hearings related to transportation planning, explaining MTA policies and projects to municipalities, interest groups, and the public.
- Assists with and attends public meetings and hearings on transportation planning projects to explain MTA policies and specific projects to municipalities, interest groups, and the public.
- Assists with initiation and development of special projects, studies, and preparations for public meetings.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.

Position Qualifications

- Bachelor's degree in Public Administration, Political Science, Communications, or a closely related field.
- A thorough knowledge of the Maine State legislative process, with a minimum of four years of relevant



experience.

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Valid and unencumbered State of Maine Class C Driver's License.
- Broad understanding of governmental operations, particularly in transportation policy.
- Strong written and verbal communication skills, with the ability to present complex information clearly to various audiences.
- Excellent organizational skills, including the ability to coordinate multiple calendars, facilitate meetings, and oversee collaborative efforts.
- High levels of tact, diplomacy, and interpersonal skills, with the ability to build and maintain effective working relationships with diverse groups.
- Ability to analyze transportation reports, studies, and projections, including traffic data, construction plans, demographic trends, and budget assessments.
- Ability to follow instructions, apply logical thinking, and solve a wide range of intellectual and practical problems.

Working Conditions/Physical Demands

- Ability to sit for prolonged periods of time or work for long periods sitting at a desk in front of a computer and the ability to focus.
- Requires close visual acuity and ability to adjust focus quickly.
- Regularly required to stand, walk, and use hands to operate the keyboard of a personal computer and other office equipment.
- Occasionally lift and/or move up to 20 pounds.
- Professional office work environment with travel to other municipalities, Maine State House, or to other work sites where there may be exposure to outside weather conditions and/or locales with mechanical equipment that may emit fumes.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday, though this position is subject to working non-routine hours; must be available to come in early or work late on evenings and weekends due to the legislature meeting schedule, events, meetings, and occasional urgent incidents.
- Ability to travel.