



Truckee North Tahoe Government Affairs Manager JOB DESCRIPTION

CATT, the Contractors Association of Truckee Tahoe, is a 501(c)6 non-profit, regional trade association based in Truckee, CA. CATT is accepting applications for a fulltime Truckee North Tahoe Government Affairs Manager. This is a non-exempt position. Hourly rate is \$28.85. Benefits include but are not limited to paid vacation and holidays plus a monthly health stipend. The Government Affairs Manager reports directly to the Executive Director.

The Government Affairs Manager duties focus primarily on advocating for the Association on regulatory matters (fees-codes-regulation-policy). Most regulatory matters of concern to CATT originate locally from the Town of Truckee, Nevada and Placer Counties, Tahoe Regional Planning Agency (TRPA), and numerous special districts in our area. The Manager works closely with the Local Government Affairs Committee (LGAC), a committee of volunteer members who work on regulatory issues of importance to the membership and make decisions on position and strategy. The Manager also serves as the Administrator for CATT's sponsored Political Action Committee (CATTPAC).

Government Affairs Manager - RESPONSIBILITIES AND DUTIES

- Attend government mtngs and schedule appointments with agency staff and officials (elected/appointed)
- Stay informed of changes being made by jurisdictions to local construction industry regulatory matters
- Prepare briefing papers, written/verbal testimonies, and documents describing CATT's positions on issues
- Identify and oversee the work of LGAC consultants
- Respond to media inquiries and involve members where appropriate
- Prepare monthly LGAC agenda and reports, write articles, manage communications
- Monitor Issues Action Fund income (donations) and expenses as well as oversee LGAC budget

CATTPAC Administrator - RESPONSIBILITIES AND DUTIES

- Schedule candidates and volunteers for candidate interviews (during election year)
- Create endorsement materials
- Participate in planning of the live TV Candidate Forums
- Oversee the preparation of the annual and election cycle FPPC filings
- Review monthly financials, plan/implement fundraising as directed by the CATTPAC Board of Directors
- Conduct research intern recruitment, oversee selection, training, and deliverables
- Prepare monthly CATTPAC agenda and reports, write articles, manage communications

IDEAL QUALIFICATIONS

- Excellent communication skills, including both oral and written, public presentations, negotiation, persuasion, tenacity, and ability to deal with potentially divergent audiences
- Highly developed writing skills with ability to integrate concepts, complex issues and multiple options into clear, concise plans and proposals understandable by the general public
- Ability to effectively interface with all levels of government, both elected and appointed officials plus engineering, planning, and building department staff

- Ability to collect data, establish facts, develop information, draw valid conclusions, and interpret an extensive array of technical material from various sources
- Strong issues analysis, evaluation, critical analytical skills
- Self-starter who can balance and address competing concerns and effectively deal with a large number of variables in determining a specific course of action

JOB CONDITIONS

Standard office environment with 8am-5pm office hours. This position will be expected to be called to respond to changing situations on short notice outside of normal work hours and will require some early morning and evening meeting attendance. Flexible work schedule is allowed. Ability to work remotely when needed. Overtime must be pre-approved by Executive Director. This is an at-will position.

EXPERIENCE/EDUCATION

Undergraduate degree in political science, public administration, public relations, or equivalent work experience in land use or similar discipline. An advanced degree is not required. At least five years of experience working with complex issues management processes at this level of responsibility. Experience working within a non-profit organization and with volunteer committees preferred.

COMPENSATION/BENEFITS

Hourly rate is \$28.85. Benefits include paid vacation, bereavement and jury days, ten (10) paid holidays, and a monthly health insurance stipend. Mileage reimbursement is paid at the standard IRS rate. A monetary allowance for professional education is included in the CATT Annual Budget.

APPLICATION PROCEDURE

Deadline to apply is Monday, November 30, 2020. Applicants should submit a cover letter and resume by email to Kellie Cutler, Executive Director kellie@ca-tt.com. Writing sample will be requested with final applicants. Anticipated start date: January 4, 2021.

CATT was founded in June 1998 with the mission "To promote a positive business environment for the building and housing industry and enhance opportunities for its members and the community." CATT currently has 382 member companies covering the broad spectrum of the building industry, related trades, and professions. CATT is member-centric with members making the decisions. Staff hosts a variety of activities, providing benefits and services to meet member needs.