



Join the team that's transforming
LA and the nation.

Los Angeles County Transportation Authority
**Manager, Communications –
Executive Writer**

The Manager, Communications – Executive Writer will research, craft, and support the Chief Executive Officer's (CEO) communications, including correspondence, formal speeches, reports, presentations, op-eds, and collateral materials.

Join us.



Essential Knowledge and Abilities

- > Theories, principles, and practices of communications and public relations and various social media platforms
- > Data research techniques, modern management theory, project management, and leadership
- > Maintaining compliance with applicable laws and regulations, including California Environmental Quality Act (CEQA), The National Environmental Policy Act (NEPA), Americans with Disabilities Act (ADA), and Title VI of the Civil Rights Act
- > Superior writing and editing skills, including broad knowledge of grammar and style
- > Analyzing situations, identifying problems, recommending solutions, and evaluating outcomes, critical thinking
- > Translating complex concepts into clear and concise language for varying audiences
- > Exercising sound judgment and creativity in making decisions
- > Interpret the CEO's perspective and translate it into compelling content, newsworthy point of view through creative approaches to communication
- > Synthesize complex information
- > Drive storytelling opportunities
- > Translating complex concepts into clear and concise language for varying audiences
- > Appreciation for the importance of public transportation
- > Experience working with diverse cultural populations and stakeholders

Key Duties and Responsibilities

- > Leads overall strategic communications for LA Metro's CEO.
- > Research and craft speeches and executive talking points for various public events reflecting the CEO's goals and objectives.
- > Translate complex concepts into powerful language for a wide range of audiences
- > Works closely with the executive staff across the agency to ensure alignment with agency messages, themes, and priorities.
- > Captures the distinctive voice of the CEO in speeches, remarks, and other written work
- > Suggests relevant topics for executive communications
- > Manages, reviews, and edits written content
- > Tells the story of LA Metro with a focus on the current transformative time
- > Develops and manages relationships with external communications stakeholders
- > Conducts surveys and research on publications; prepares recommendations
- > Supervises, trains, mentors, and motivates assigned staff
- > Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all assigned employees
- > Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of Metro are carried out.
- > May be required to perform other related job duties

Experience and Education

- > Bachelor's Degree in Communications, Journalism, or a related field; Master's Degree in a related field preferred
- > At least six years of speechwriting experience for leaders of complex organizations, preferably for leaders in government or politics, or other public-policy environments
- > A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions

Salary

- > The salary range for the Manager, Communications – Executive Writer is H1M (\$86,153.60 - \$107,681.60 - \$129,209.60). Salary placement will be determined by education and experience

Benefits

Financial Security

- > 401k Thrift Savings Plans
- > 457 Deferred Compensation Plans
- > CalPERS Pension Plan

Group Benefit Plans

- > Medical/Dental/Vision/Life Insurance
- > Health Care Spending Account
- > Dependent Care Spending Account

Time Off

- > Time off with Pay
- > 10 Paid Holidays
- > Maternity & Family Leave

Employee Perks

- > On-site Fitness Center & Classes
- > Agency-wide Fitness Challenges/Events and Wellness Fairs
- > Transportation Passes and Subsidies
- > Child Care Center
- > Employee Assistance Plan
- > Credit Union
- > Recreational Activities & Discounts

Application and Selection Procedure

This position is open until filled.

For more information about Metro, visit metro.net.

Metro/PTSC is an equal employment opportunity employer

To be considered for this opportunity, please contact:

Pam Derby
Email: pderby@cpshr.us
Phone: (916) 471-3126

Fatima Nukic
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