

Intelligent Transportation Society of America

Job Description: Vice President of Public Policy and Legislative Affairs

FLSA Classification: Exempt

Reports to: Chief Operating Officer

Position Title: Vice President of Public Policy and Legislative Affairs

BRIEF DESCRIPTION OF DUTIES

Reporting to the COO and in consultation with the CEO, the Vice President of Public Policy and Legislative Affairs leads legislative affairs and advances public policy for ITS America's vision for a better future transformed by intelligent mobility. This position sits on ITSA's Policy team and works closely with both the Vice President of Public Policy and Regulatory Affairs and the Vice President of Emerging Technology and Innovative Mobility, as well as other executive staff. In coordination with Executive Leadership this position will develop and execute the short- and long-term legislative goals for ITS America.

PRIMARY RESPONSIBILITIES

The VP of Public Policy and Legislative Affairs is primarily responsible for ITS America's federal legislative agenda to advance its public profile and member policy priorities with the below key tasks.

- Review and evaluate proposed legislation and regulations to draft legislative updates and summaries for ITS America members and policy recommendations for Congressional staff
- Meet with Congressional members and their staff, White House officials, and administration officials
- Author letters to Congress, the White House, and federal agencies
- Work with the other members of the Policy team to monitor and coordinate member-driven/industry responses to items posted to the Federal register
- Create regular legislative affairs updates for members
- Educate policymakers to facilitate their support of ITS America's policy agenda
- In coordination with Director of Policy and Programs, manage and support ITS America's [Standing Advisory Committees](#) to develop and implement ITS America policy recommendations and coordinate across various member committees
- Responsible for advocating for legislative policy recommendations across all Standing Advisory Committees
- Legislative focus will be on automation and automated vehicles, smart infrastructure, and coordination with the intersection of connected vehicle and automated vehicle technologies
- Lead and coordinate legislative affairs activities for ITS America meetings and other events with other policy and key staff
- Speak on behalf of the organization to Congressional and government officials, at conferences, state chapter meetings and other industry events
- Assist with the recruitment and retention of members
- Work with a broad-based coalition of businesses, nonprofits, state and local governments and other organizations to promote ITS America priorities on issues affecting members

- Communicating to ITS America members and staff legislative affairs work, including updating members with the most recent information on issues that will affect them and their organizations, and encouraging members to be involved in the political process

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required in Political Science, Policy, Law or Communications, or related field
- 8+ years of related experience in government affairs, public policy, or legislative affairs
- Extensive understanding of the legislative process and strong contacts in the House and Senate
- Candidate must be a self-starter with strong written, verbal, and interpersonal communication skills, and have an expert understanding of Capitol Hill and the legislative process
- Applicants must possess a strong knowledge and background in all aspects of federal affairs with a firm grasp of legislative, grassroots, and political strategy, with an understanding of how they interact
- Experience on Capitol Hill, state or local affairs, or federal regulatory agency preferred
- Ability to communicate technical topics and work effectively with policymakers, legislators, regulatory bodies, member organizations and stakeholders
- Excellent public speaking and writing skills
- Ability to coach and provide feedback
- Ability to organize and manage several priorities simultaneously while working under pressure and deadlines
- Strong organizational, multi-tasking and time management skills with the ability to work in a dynamic environment

TRAVEL REQUIREMENTS

Overnight, non-local travel ~ 25% of the time.

PHYSICAL DEMANDS

Tasks involve some physical effort, including light to moderate standing and walking, frequent light lifting (up to 15lb.), and minimal dexterity in the use of fingers, limbs, or body in the operation of routine office equipment. Tasks may involve extended periods of time at a computer to perform majority of the work.

- Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry and use other electronics and equipment routinely found in a professional office setting.
- Traveling out of the office for meetings and membership recruitment and retention efforts.

Position tasks require:

- Sound perception and discrimination
- Visual perception and discrimination
- Oral communications ability.

WORK ENVIRONMENT

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. This position is

performed in a typical office environment where the noise level is usually quiet to moderate. Work may occasionally be performed in public setting or venue such as conferences or workshops where moderate to loud noise from multiple ongoing conversations and presentations may be simultaneously occurring. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. Safe use of equipment, as well as safe practices while on ITS America or Customer property is essential.

DISABILITY SPECIFICATIONS

ITS America will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments as well as other applicable local and state employment and disability laws.