

Instructions

Step 1: Go to Bart.gov/jobs

Step 2: Click Future BART Employees

Step 3: Search either #8900 or scroll down and click Stakeholder Engagement Administrator - 8900 to view job posting

Job Title: Stakeholder Engagement Administrator

Job ID: 8900

Location: BART Headquarters

Full/Part Time: Full-Time

Regular/Temporary: Regular

Marketing Statement

Ride BART to a satisfying career that lets you both: 1) make a difference to Bay Area residents, and 2) enjoy excellent pay, benefits and employment stability. BART is looking for people who like to be challenged, work in a fast paced environment, and have a passion for connecting riders to work, school and other places they need to go. BART offers a competitive salary, comprehensive health benefits, paid time off, and the CalPERS retirement program.

Pay and Benefits

BART offers comprehensive compensation and benefits programs. Benefits include CalPERS pension; excellent medical (effective January 1, 2021 current employee cost \$153.85 monthly for most plans), vision, and dental coverage; supplemental insurances; paid holidays and vacation; as well as two investment programs, one of which is entirely funded by BART. BART does not participate in Social Security. Complimentary BART passes for employee and qualifying dependents.

Pay Rate

\$98,442.00 Minimum - \$149,140.00 Maximum / Annually (Non-Represented position, Pay Band 06)

Initial salary offer will be between \$98,442.00/annually - \$123,053.00/annually (commensurate with experience and education)

Posted Date

July 28, 2021

Closing Date

August 18, 2021

Reports To

R. Bloom, Independent Police Auditor

Days Off

Variable

Who May Apply

All current BART employees and qualified individuals who are not yet BART employees.

Current Assignment

This single position, advanced journey level classification is assigned to the Office of the Independent Police Auditor (OIPA) and is responsible for performing professional level staff work representing the mission, goals and objectives of the Independent Police Auditor to the public and serving as a communications bridge between the OIPA, public safety organizations and community groups. Employees at this level are typically assigned significant responsibilities above the journey level and customarily and regularly exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Independent Police Administrator classification in that the latter is responsible for performing internally focused administrative functions, whereas the former is responsible for performing externally focused outreach and engagement functions.

Essential Job Functions

Duties may include, but are not limited to, the following:

- 1) Creates, updates and administers a comprehensive community engagement plan.
- 2) Provides citizens, community groups and the news media with program information, and technical assistance.

- 3) Maintains resource directories, develops community-based service and referral resources, and coordinate with similar service organizations in other jurisdictions.
- 4) Administers and develops community relations strategies, including administering social media accounts, leading branding/rebranding efforts creating outreach materials, and providing regular Stakeholder Engagement Administrator updates to a wide range of stakeholders.
- 5) Assists with the engagement of the BART Police Department and the law enforcement community to develop, operationalize and administer a law enforcement outreach plan.
- 6) Assists in the development and administration of the Office of the Independent Police Auditor and BART Police Department Mediation Program, including the development of operational protocols, outreach materials and the delivery of training to OIPA staff and BPD officers.
- 7) Prepares comprehensive reports and informational materials for distribution to a wide range of internal and external stakeholders.
- 8) Represents the Office of the Independent Police Auditor by drafting correspondence, coordinating public appearances and attending events/meetings.
- 9) Maintains contact with community resources to identify and suggest needed services, implement special events, initiate action to improve services, and provide necessary skills training.
- 10) Performs other duties as assigned.

Knowledge of:

- Principles and practices of civilian oversight of law enforcement agencies
- Principles, practices and strategies of public sector community engagement

- Strategies and techniques of effective public relations programs
- Standards and best practices for law enforcement mediation programs and other alternative dispute resolution processes
- Data management and statistical analysis techniques

Skill in:

- Developing and implementing programs and activities for a variety of groups
- Explaining complex regulations, rules and procedures in a manner that is understandable to a wide range of audiences
- Maintaining confidentiality and tactfully handling sensitive situations
- Working independently to carry out organizational objectives
- Delivering exceptional customer service
- Working effectively with diverse range of stakeholders and communities, including historically underserved populations
- Communicating effectively orally and in writing

Minimum Qualifications

Education:

Possession of a Bachelor's degree in Communications, Marketing, Public Policy, Criminal Justice, Public Administration, or a closely related field from an accredited college or university.

Experience:

The equivalent of four (4) years of full-time progressively responsible experience in community outreach, stakeholder engagement, mediation, marketing, criminal and/or social justice advocacy and reform, law enforcement oversight or a related field.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

Selection Process

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S; pass a pre-employment medical examination which may include a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).

Application Process

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at www.bart.gov/jobs, or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

Equal Employment Opportunity

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at employment@bart.gov.

Qualified veterans may be eligible to obtain additional veteran's credit in the selection process for this recruitment (effective Jan. 1, 2013). To obtain the credit, veterans must attach to the application a DD214 discharge document or proof of disability and complete/submit the Veteran's Preference Application no later than the closing date of the posting. For more information about this credit please go to the Veteran's Preference Policy and Application link at www.bart.gov/jobs.

Other Information

Please be prepared to present documentation in support of any required licenses, degrees, or certifications upon request.

Please note that any job announcement may be canceled at any time.

Note

When you have successfully applied for this position you will receive an auto reply e-mail acknowledging that your application was received for this position. Please retain a copy of the e-mail for your records. If you receive an auto reply that does not specifically reference this position, please email Employment Help at employment@bart.gov for assistance.

To verify submission of your application, click on the 'My Career Tools' link at the top of the 'Careers Home Page' after submitting your application to view the list of applications you have submitted (including application date and status). If you have further questions, please email the Employment Help at employment@bart.gov, between the hours of 8:15am - 5:00pm, Monday- Friday.