

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

POSITION DESCRIPTION

Job Title: Director of Media and Executive Communications

Date: 06/03/2023

Department: Executive Offices

Reports to: Chief Executive Officer

Summary of Position:

The Director of Media and Executive Communications will be expected to have a broad overview of the internal workings of all RIPTA departments and have the ability to build strong relationships across the Authority, which shall extend to external stakeholders and partners. The position will oversee various projects and subject matters on a range of key initiatives and serve as a resource to set and execute strategic priorities. This will be a highly visible role and will be responsible for gatekeeping and monitoring the flow of communications to and from the office of the CEO. This position will aid in and ultimately ensure timely completion of special projects, and will assist in keeping the CEO, board members, chiefs and senior staff organized with logistics, meetings, and schedules.

Essential Duties and Responsibilities:

- Manage the Chief Executive's schedule, including scheduling meetings and planning travel;
- Serves as the Authority's board liaison, scheduling all meetings and preparing all informational packages for the meetings including, but not limited to: monthly Board of Directors, Executive Compensation Committee and Joint Pension Board meetings and Financial Committee, Strategic Planning Committee and Management Committee meetings;
- Responsible for taking notes and composing minutes for all Board of Directors, Executive Board, Joint Pension Board, Finance Committee, Strategic Planning Committee, Executive Compensation Committee and ad-hoc management committee meetings as assigned;
- Filing Coordinator for the Secretary of State; posts calendar, notices and minutes of all public hearings and Authority meetings including, monthly Board and Sub-Committee meetings, and amendments as appropriate;
- Maintains accurate records of public filings;
- Serves as a liaison with executives, departments heads, and board members to ensure that organizational goals are met;
- Serve as the primary media and public communications contact; prepare press releases, speeches, articles, and other materials for public consumption;
- Responsible for planning and hosting press conferences to announce major news and/or report on crises situations;
- Maintain good working relationships with media organizations;
- Develop strategies and procedures with RIPTA departments, including the Board of Directors, for working effectively with the media;
- Assist with internal and external communications directing development and/or drafting of materials for CEO and department directors;
- Meet with department leaders as directed to gather recommendations and consultation to improve teamwork across the organization, while helping to prioritize business functions and strategies;
- To assist and support special projects as assigned by CEO with time sensitive requests from leadership and provide general support and back up to the CEO and senior management as directed;
- Monitor project progress, drafting and distributing periodic progress reports for leadership and stakeholders;

- Serve as key member of RIPTA's policy committee on policy initiatives and policy related issues, helping to ensure that policies effectively govern and facilitate RIPTA's standard operating rules and procedures;
- Work in partnership with policy committee members and RIPTA's training department to plan and organize effective training and education of policies and programs for management staff ensuring consistence and compliance;
- Performs other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

Must possess outstanding computer skills with demonstrated proficiency in Word, PowerPoint and Excel. Must possess excellent communication skills, both orally and written. Prior experience in a public relations and public information role required. Must have the ability to prioritize multiple projects and schedules at the same time. Must be able to work flexible hours including evenings and/or weekends when necessary. Excellent customer service skills, including the ability to deal with situations that require a high level of confidentiality and tact are essential. Must be able to interact in a positive manner with both internal and external stakeholders. Stakeholder groups will vary depending upon the situation, but may include high-level governmental officials, board members, riding customers, as well as all other constituent groups.

Education:

Bachelor's Degree in Public Administration, Journalism, or equivalent studies.

Experience:

- A minimum of seven (7) years' related experience attained in a high-level executive office setting required.
- Previous experience in policy writing, public affairs and/or senior administration.

OR: RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

- Performs within prescribed guidelines in accordance with departmental policies/practices.
- Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:

None