



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



Internal/External Job Posting

Requisition #: 18000084
Posting Date: March 21, 2018
Closing Date: Posted Until Filled
Official Title: Administrator V
Functional Title: Deputy Chief of Staff – Highway Division
Location: Boston-10 Park Plaza
Vacancies: 1
Salary: \$60,000 - \$102,866.74
Schedule: Full-Time
Shift: Day
Bargaining Unit: Non-Union
HR Generalist: Justin Shrader
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8744

Duties & Responsibilities:

The Deputy Chief of Staff, at the direction of the Highway Chief of Staff, is responsible for the community relations portfolio of the MassDOT Highway Division. The Deputy Chief of Staff will work closely with the Chief of Staff and Highway Administrator on strategies to communicate with and management legislative and municipal stakeholders. This individual will also collaborate with the District Highway Directors and central Legislative Affairs and Communications staffs to resolve legislative and community issues and to effectively communicate with the public.

Under the direction of the Highway Chief of Staff, the Deputy Chief of Staff performs the following functions:

- Manages the Highway Division's priorities relating to community and legislative affairs
- Oversees the workflow relating to official Highway Division correspondence and collaborates with Legislative Affairs staff on managing Highway related responses on behalf of the Administrator and Secretary of Transportation.
- Prepares briefings, presentations and talking points as needed
- Monitors Highway Division call center data and the response to the public
- Collaborates with District staff on key events and programs; works with Districts to resolve legislative and communications challenges
- Attends events and meetings in the Highway Districts; staff the Administrator during key operational periods such as during snowstorms or during major construction events
- Provides leadership during complex planning and construction processes in order to achieve optimal results for MassDOT Highway and the communities being served
- Monitor and draft legislation pertaining to Highway Division priorities
- Collaborates with the MassDOT Communications team to source and present information that will be provided to the public.

Preferred Qualifications:

- At least 10-years of experience in community and legislative affairs, with a focus on managing partnerships with local and state officials required.
- Excellent communication skills including writing and preparation of memos and briefings on public policy matters
- Understanding the Massachusetts legislative practices and transportation policy is preferred
- Attention to detail and high degree of responsiveness to legislative and community requests
- Ability to determine and or shift priorities based on the needs of MassDOT leadership

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.

II. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.