

NORTH TEXAS TOLLWAY AUTHORITY

(PLANO, TX)

Director of Government Affairs




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North Texas Tollway Authority (Plano, Texas)

The Agency

The North Texas Tollway Authority (NTTA), established as a political subdivision of the State of Texas in 1997, is responsible for constructing, maintaining and operating of toll road projects in North Texas. Viewed as a cutting-edge leader in the toll industry nationwide, it currently serves a geographic area consisting of four counties: Collin, Dallas, Denton and Tarrant. The area is one of the fastest growing and most dynamic regions in the United States. NTTA's predecessor organization was the Texas Turnpike Authority and was established over 50 years ago.

The mission of the NTTA is to "provide a fiscally sound system of innovative toll facilities, services and solutions that improves the mobility, quality of life and economy of the North Texas region." NTTA has a staff of approximately 720 full-time employees and annual revenues of \$224 million with over \$2.1 billion in assets. Its headquarters are located in Plano, Texas near the intersections of NTTA's two largest facilities, the Dallas North Tollway (DNT) and the President George Bush Turnpike (PGBT). In addition to these two facilities, NTTA owns and operates the State Highway 121, Addison Airport Toll Tunnel and the Mountain Creek Lake Bridge. A number of other projects are in various stages of construction, planning and design including the Eastern Extension of the Dallas North Tollway, Lewisville Lake Toll Bridge, Southwest Parkway in Fort Worth, the Trinity Parkway in Dallas, SH 360 and SH 170.

A nine-member appointed Board of Directors governs the NTTA. The members of the Board serve staggered, two-year terms, and no member may be an elected official. From their membership, the directors elect a Chairman and Vice Chairman. The Board is composed of two members from each of the member counties and one member who is appointed by the Governor.

The Department

The Government Affairs Department provides leadership for quantifying and analyzing world class relationship management, exemplary leadership, and efficient

information sharing. The Department assesses the current state against future goals and creates actionable plans to ensure progress toward agency objectives. It also provides support to internal departments by assessing project issues and building a political framework in support of those issues. The mission of the Department is, "To advance the strategic interest of the NTTA through superior relations at the Agency with local, state and federal officials; by providing support regarding relevant policy, legislative, and regulatory initiatives; and by advocating in the best interest of the NTTA, its stakeholders, and customers."

The vision for the Department:

- Develop strong alliances with internal departments and staff.
- Develop and cultivate effective and efficient relationships with local, state and federal officials, stakeholders and partners.
- Implement a process to support policy, legislative, and regulatory initiatives and develop legislative platforms.
- Implement a communication plan that informs both internal and external stakeholders and customers.

The Position

The Director of Government Affairs will work closely with the executive leadership of the NTTA to develop and implement a comprehensive legislative strategy at the local, state and federal levels of government. The new director will report to the Executive Director and have responsibility for developing and implementing goals for the department and the organization in partnership with the Board of Directors.

The Director of Government Affairs oversees governmental relations activities, manages the image of the Agency, monitors public policy, maintains positive relationships with elected officials and is a resource for local, state and federal officials as well as key stakeholders. The Director accomplishes this by reviewing government notices and communications, developing and distributing newsletters, executive summaries and reports, managing



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the legislative process, drafting communications and presentations, working collaboratively with staff, consultants and elected officials, analyzing legislation, attending meetings, and updating staff on issues. Other duties include implementing the legislative platform, coordinating efforts with other departments, overseeing budget activities, and representing the Agency before officials and outside organizations.

Essential functions of the position include, but are not limited to the following:

- Oversees governmental actions related to the Agency's functions and manages outreach by reviewing Web sites, conferring with staff and consultants, developing information for presentations, identifying outreach opportunities and directing planning efforts, managing and coordinating information, preparing newsletters, and distributing specific communications to organizations, elected officials, and at meetings.
- Develops and implements legislative agendas and platforms by coordinating preparation of legislative platform, researching issues, identifying items of interest, coordinating meetings, presenting information to the Board for consideration and approval, distributing initiatives to legislators and staff, monitoring legislation, meeting with legislators, elected officials and representatives, and managing government affairs consultant resources.
- Implements plans and goals by identifying goals and objectives, identifying resources, developing progress gauges, managing programs and projects and coordinating efforts with executive management and other departments.
- Manages the Department by developing and monitoring budgets, creating performance metrics and service levels, mentoring staff, managing consultants, reviewing the maturation of government affairs initiatives and processes.
- Develops and manages communications materials by identifying items of interest, overseeing the preparation of summaries, reports, newsletters, agendas and other communications materials, reviewing with executive staff and the Board, and distributing.
- Attends and participates in meetings by researching issues, preparing presentations, distributing agendas, sharing initiatives with similar transportation authorities,

coordinating calendars, serving as staff representative on committees, and coordinating efforts to eliminate any conflicts.

- Provide comprehensive oversight of external and internal communication, community outreach, and government affairs communication initiatives on behalf of the Agency.

The Candidate

Education and Experience

Requires knowledge normally acquired through four years of college resulting in a bachelor's degree; **and** five to seven years of progressively professional experience, managing a legislative program, coordinating the various views of a large group of elected or appointed officials, and/or while representing the Agency's best interests, mission and goals.

Experience with transportation issues, working with a Board of Directors and negotiating with diverse groups is desirable. Candidates from all geographic regions will be considered.

The selected candidate must be able to obtain a valid State of Texas driver's license at the time of appointment, and be able to travel as required.

Skills and Knowledge

The selected candidate should have skills in, or knowledge of:

- Making recommendations regarding policy development and implementation.
- Developing a comprehensive government affairs strategy and plan to maintain an agency's image to include community relations/outreach, monitor and coordinate public/private sector alliances, and relevant internal communications.
- Presenting and advocating an agency's position on key legislative matters and issues to a policy making board, executive leadership, and senior level staff, and assisting a governing body in advocating those positions in Austin, Washington, D.C., and before other boards, commissions, legislative bodies, and/or decision-making groups.
- Writing legislative testimonies, briefings, working in collaboration with editorials, journals, speeches, manuals, or critiques.

- Budget responsibility and final budgetary recommendations to top executives (i.e. Manager, President/CEO, etc.). Assuring that appropriate linkages exist between budget goals, funding limitation and service levels adopted to meet specific department and organizational goals. Monitoring progress toward fiscal objectives and adjusting plans as necessary to reach them.
- Supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.



Management Style and Personal Traits

The ideal candidate will be a trusted political and legislative advisor with the professional stature and confidence to advise an active Board of Directors, executive leadership and senior level staff on a broad range of subject matters. This person will be creative, have good judgment, and be able to multi-task and effectively function in a dynamic environment with shifting priorities. He/She will have excellent interpersonal skills with the ability to project confidence and credibility to the public and to project the highest level of professional deportment at all times. The selected candidate will have strong verbal and written skills and be capable of providing strong procedural advice in a clear and concise manner. This person should also be appropriately assertive, able to persuade, influence and provide their best professional judgment and opinion, and not be afraid to admit when they do not know the answer. He/She should have the ability to be sensitive to varying points of view from diverse interest groups.

The selected candidate will be responsive and accessible to internal and external stakeholders and partners, energetic, able to organize and prioritize work and be solutions oriented. He/She should be politically astute, feel comfortable being in the spotlight, have thick skin, able to problem solve under pressure, defend their position, and not be afraid to say no.

Compensation

The salary for this position is open and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: car allowance; mobile telephone stipend; health and welfare benefits; life insurance; vacation and sick leave; and other additional benefits as approved by the NTTA.

The NTTA participates in the Texas County and District Retirement System with proportionate retirement

program features with Texas Municipal Retirement System, Employees Retirement System, Judicial Retirement System, Teachers Retirement System and City of Austin. It offers 401(k) and 457 deferred compensation plans. In lieu of participating in Social Security, NTTA offers a Supplemental Retirement plan.

How to Apply

Candidates should apply for this position online by **September 22, 2008** and can find additional information at www.allianceresourceconsulting.com.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the more qualified candidates, as determined by the screening process, will be invited to participate in the selection process. Candidate screening is scheduled to be completed by September 29, 2008. It is anticipated that final interviews will occur during the week of October 13, 2008.

Questions and inquiries may be directed to:

Eric Middleton, *Managing Partner*
 Revlynn Lawson, *Senior Manager*

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IN ACCORDANCE WITH THE TEXAS PUBLIC INFORMATION ACT, RESUMES MAY BE SUBJECT TO PUBLIC DISCLOSURE.