



America's Cement Manufacturers™

Job Title: Director, Government Affairs, Environment & Energy
Reports to: Executive Vice President, Government Affairs
Department Name: Government Affairs

Date: 9/26/2016

Salary Grade: E

Organization

The Portland Cement Association (PCA) (www.cement.org), founded in 1916, is a not-for-profit trade association headquartered in Skokie, Illinois with a satellite office in Washington, D.C. PCA's principal Members are cement manufacturers representing over 80% of US cement production capacity.

PCA's mission is to "improve and expand the uses of cement and concrete through market development, research, and public affairs." In addition to its regular business operations, PCA has external programs in the areas of technology, market intelligence, promotion, and advocacy to support the cement and concrete industry. PCA is engaged in multiple industry alliances and partnerships consistent with its purpose.

CTL Group, which conducts research, testing, and consulting engineering, is a wholly-owned for-profit subsidiary of PCA. PCA also provides administrative services to the PCA Education Foundation and to several independent regional industry associations.

Position Summary

The Director is a key PCA government affairs representative and will help accomplish the Association's public policy goals and promote the cement industry. This position analyzes legislative and regulatory proposals, helps develop public comments, builds relationships with administration officials, agency and congressional staff, and participates in coalition efforts and other activities that further the interests of the cement industry. The Director will research public policy issues and assist with legislative strategy and regulatory efforts.

This position also helps coordinate the activities of PCA Committees and affiliated subcommittees.

Key Position Responsibilities

- Develop and maintain relationships with congressional staff and officials at federal agencies; arrange and facilitate meetings between association members and government officials on issues of importance to the industry.
- Analyze legislative and regulatory proposals from Congress and federal agencies.
- Prepare legislative language and position papers on proposed legislation; write/oversee the drafting of detailed legal, technical, and advisory communications to PCA members on congressional issues.
- Prepare comments and position papers on proposed federal rules; write/oversee the drafting of detailed legal, technical, and advisory communications to PCA members on regulatory issues.
- Actively participate in coalitions that promote the interests of the industry.



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- Help coordinate and direct the advocacy activities of PCA Committees and Task Force groups.

Reporting Relationships

This position reports to the Executive Vice President, Government Affairs.

Essential Skills and Experience

Education: Undergraduate degree and preferably law degree or masters in public policy or equivalent combination of education and experience.

Experience: 6 years or more of public policy and/or legal counseling experience, preferably at the federal level. Knowledge of the congressional appropriations and/or budget process is helpful.

Skills/Knowledge:

- Strong knowledge of the congressional and federal regulatory processes, with a proven advocacy record.
- Excellent communication skills. The ability to create clear, cogent presentations and reports to all levels internal and external to the association.
- Ability to identify threats and opportunities and provide guidance to relevant PCA Committees on strategy and advocacy tactics.
- Ability to persuasively communicate complex concepts and programs at the highest levels of government and business organizations.

Working Conditions

The Director works in a typical office in Washington, DC. The Director will spend roughly a third of working hours attending meetings, either in the PCA office, elsewhere in the Washington area, or in other cities.

Additional Information

This position description describes the general nature of the position. The above information is not intended to be a complete list of all responsibilities and cover every aspect of the position. Additional responsibilities and elements of the description may be added, changed or deleted by management at any time either in writing or verbally.

Date: September, 2016

Equal Opportunity Employer: Minority/Female/Disability/Veteran