



America's Cement Manufacturers™

Job Title:	Director, Government Affairs, Occupational Health & Safety	Date:	2016
Reports to:	Vice President and Counsel, Government Affairs	FLSA:	Exempt
Department Name:	Government Affairs		

Organization

The Portland Cement Association (PCA), founded in 1916, is the premier policy, research, education, and market intelligence organization serving America's cement manufacturers. PCA members represent 92 percent of U.S. cement production capacity and have facilities in all 50 states. The association promotes safety, sustainability, and innovation in all aspects of construction, fosters continuous improvement in cement manufacturing and distribution, and generally promotes economic growth and sound infrastructure investment. For more information, visit www.cement.org.

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 regulatory and legislative 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 lead regulatory and legislative advocacy efforts, with a particular focus on occupational health and safety issues. This position also helps coordinate the activities of PCA Committees and affiliated subcommittees.

Key Position Responsibilities

- Develop and maintain relationships with officials at federal agencies and congressional staff and; arrange and facilitate meetings between association members and government officials on issues of importance to the industry.
- Analyze regulatory and legislative from federal agencies and Congress.
- 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.
- 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.
- Actively participate in coalitions that promote the interests of the industry.
- Help coordinate and direct the advocacy activities of PCA Committees and Task Force groups.



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Essential Skills and Experience

Education: Undergraduate degree and preferably a graduate degree in public policy, law, health and safety, or equivalent combination of education and experience.

Experience: 3 years or more of public policy experience, preferably at the federal level. Knowledge of occupational health and mine safety issues is highly preferred.

Skills/Knowledge:

- Strong knowledge of the federal regulatory and/or congressional 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.