

JOB POSTING
Director of Government Affairs
Administration Building – Executive Office

*Posted 1/5/12
3:00PM*

The Ohio Turnpike Commission is seeking a **Director of Government Affairs** to work at the Administration Building in the Executive Office.

JOB DUTIES

This senior level position reports to and serves at the pleasure of the Executive Director.

Serves as a liaison between the Commission and public officials in federal, state, county and local government in an effort to build relationships and to enhance the image of the Ohio Turnpike Commission; coordinates communications and reporting to the members of the Turnpike Oversight Committee; develops and, upon approval by the Executive Director, maintains process by which local government officials, organizations and general public become involved in Commission programs; handles legislative and government affairs inquiries; leads analysis of proposed legislative actions and determines the potential impact on the organization. Monitors legislative and regulatory activities and develops Commission position in conjunction with the Executive Director; represents Commission in trade association and/or industry group meetings and activities on transportation policy issues; communicates to the Commission and senior-level department staff regarding major policy issues and advocacy efforts; develops and delivers testimony at public and/or legislative hearings regarding policy issues affecting the Ohio Turnpike Commission.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law, political science or public administration; detailed knowledge of operation of state and local government and legislative processes. Ability to define problems, collect data, establish facts and draw valid conclusions; analyze and prepare or edit legislation and/or administrative rules; prepare and maintain accurate and concise reports and records; handle routine and or sensitive inquiries from and contacts with government and legislative officials, business representatives and/or general public.

MINIMUM QUALIFICATIONS:

Highly motivated individual with a minimum of five (5) years experience in government affairs; previous experience managing relationships with policymakers, lobbyists and consultants; strong understanding and/or background in transportation-related policy issues; bachelors degree required; graduate degree preferred; must possess a valid State of Ohio driver's license with acceptable driving record as travel is required; strong written and oral communications skill required. Ability to interact effectively with public officials, the general public and fellow employees. Must be able to work flexible schedule as evening and weekend hours may be necessary.

SALARY:

Salary is negotiable and based upon proven results.

Exhibit 1

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APPLICATION PROCESS:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black ink pen, and send it along with a cover letter and resume via U.S. mail to:

**The Ohio Turnpike Commission
Attn: Director of Human Resources
682 Prospect Street
Berea, Ohio 44017**

Applications must be received by the Human Resources Department no later than Friday, January 20, 2012 at 12:00 p.m.

No phone calls or faxes/electronic submission acceptable
Equal Opportunity Employer

**The Ohio Turnpike Commission**

Human Resources

February 22, 2012

Jerry N. Hruby
Chairman

Mr. Adam Greenslade

Joseph A. Balog
*Vice Chairman***George F. Dixon**
Member

Dear Mr. Greenslade:

Member

I am pleased to extend to you an offer of employment for the position of Director of Governmental Affairs in the Public Affairs Department with the Ohio Turnpike Commission. Your work location will be the Berea Administration Building. You will begin in your new position on Monday, February 27, 2012, at 8:30 a.m.

Jerry Wray
Director of Transportation
*Member Ex-Officio***Christiane Schmenk**
Director of Development
Member Ex-Officio

This is a full-time position reporting to Executive Director Richard Hodges with an annual salary of \$92,153.10 or \$3,544.35 biweekly as well as a Commission vehicle. As such, you will serve at the discretion of the Executive Director. I have also attached, for your review, a summary of the Commission's benefit programs for plan selection upon hire.

Timothy S. Keen
Director of OBM
*Member Ex-Officio***Thomas F. Patton**
*Ohio Senate Member***Michael D. Dovilla**
*Ohio House Member***Richard A. Hodges**
Secretary-Treasurer
Executive Director

I have scheduled your new hire orientation for Monday, February 27, 2012 at 10:00 a.m. in the Human Resources Department in order to complete necessary paperwork and orientation information regarding your new position with the Ohio Turnpike Commission. Please bring your driver's license and social security card, birth certificate or passport with you to this meeting in order to complete required employment/new-hire paperwork. Additionally, please bring information regarding your current medical coverage and copies of your family members' birth certificates, social security cards and marriage certificate with you.

I look forward to working with you in your new position.

Sincerely,

Matthew J. Cole
Acting Human Resources Director

cc: Richard A. Hodges, Executive Director
Maggie Baldy, Benefits Coordinator
Linda Birth, Payroll Manager
Employee File