



COMMUNICATIONS MANAGER

OPEN COMPETITIVE RECRUITMENT

APPLICATION DEADLINE: Sunday, September 5

SALARY RANGE: \$95,390.57-\$166,516.93 per year, depending on experience

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA, an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of **Communications Manager**.

Application Instructions

Interested candidates must submit:

- A completed RTC Employment Application
- A resume
- A letter of interest

Apply online: <https://rtcwashoe.com/news/careers/>

Incomplete submissions will not be accepted.

Position Overview

Under general direction, this exempt position provides strategic leadership for the RTC's communications function, overseeing internal and external communications, public information, government affairs, branding, digital communications, and creative services.

Reporting to the Director of Planning, the Communications Manager will develop and implement the agency's communications strategy, create an annual communications work plan, and lead initiatives that strengthen collaboration, improve organizational efficiency, and support the Executive Director's vision, Board priorities, and Strategic Plan. Working closely with the Director of Planning, this position serves as the agency's communications leader—providing strategic guidance, leading cross-functional communications initiatives, and managing a team responsible for public information, government affairs, graphic design, and web communications.

You'll lead a talented multidisciplinary team that includes two Senior Graphic & Web Designers, a Government Affairs Officer, and a Public Information Officer—fostering collaboration, developing staff, and building the processes and workflows that enable the team to deliver exceptional communications across the agency.

Ideal Candidate

The ideal candidate is a strategic, collaborative communications leader who excels at building relationships, developing communication strategies, and creating systems that improve organizational effectiveness. They bring experience advising executive leadership, managing high-performing teams, navigating complex stakeholder environments, and translating organizational priorities into clear, compelling communications. This individual is equally comfortable developing long-term strategy, leading change initiatives, and rolling up their sleeves to support day-to-day communications needs.

Key Responsibilities

Duties may include, but are not limited to:

- Develop and implement RTC's comprehensive communications strategy, ensuring alignment with organizational priorities and Board direction.
- Create and manage the department's annual communications work plan, establishing priorities, timelines, and measurable outcomes.
- Lead, mentor, and develop the Communications team while fostering collaboration, accountability, and continuous improvement.
- Establish department workflows, project intake processes, and operational efficiencies that improve communication and service delivery across the agency.
- Partner with departments to develop strategic communications that support agency initiatives, projects, public engagement, and organizational goals.
- Serve as a strategic communications advisor to executive leadership, providing guidance on messaging, stakeholder engagement, and sensitive communications.
- Oversee media relations, public information, government affairs, branding, website content, digital communications, graphic design, publications, and marketing initiatives.
- Coordinate communications supporting the RTC Board of Commissioners and build productive relationships with elected officials, community partners, media organizations, and governmental agencies.
- Monitor communications performance, recommend innovative solutions, and ensure compliance with public records laws, accessibility requirements, and branding standards.
- Manage the department budget, consultant contracts, and special communications projects.

Minimum Qualifications

To be considered, candidates must meet one of the following:

- Six (6) years of progressively responsible communications, public information, public affairs, marketing, or related experience, including two (2) years of supervisory experience.
- Bachelor's degree or higher in Communications, Public Relations, Journalism, Marketing, Public Administration, or a closely related field.
- Or an equivalent combination of education and experience that demonstrates the ability to successfully perform the essential duties of the position.
- Valid driver's license required.

Benefits Package

- Nevada Public Employees' Retirement System (PERS) – 100% agency paid
- Twelve (12) paid holidays
- Employer-subsidized medical, dental, and vision coverage on 31st day of employment (employee only premiums paid 100%)
- Generous vacation, sick, and personal leave
- Life insurance and long-term disability insurance

Nevada does not have a state income tax, and RTC does not participate in Social Security.

About the Selection Process

All applications will be evaluated to identify candidates whose qualifications best match the RTC's needs. The most qualified applicants will be invited to participate in the next phase, which includes:

- A panel interview
- Possible assessment exercises

The RTC is an Equal Opportunity Employer and Drug-Free Workplace.