



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

GOVERNMENT AND REGIONAL AFFAIRS REPRESENTATIVE

Group-Section: External Affairs	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 52 Job Code #: YC22
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JOB SUMMARY

This is the journey level performing Government and Regional Affairs Representative job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Confers with directors, member agency representatives, officials, and staff on Metropolitan programs, policies, projects, legislation, and community outreach objectives. Assists in preparing and circulating oral and written communications on legislation.
2. Distributes legislative and administrative information to representatives of local government agencies and member agencies; represents Metropolitan at civic meetings; gives presentations on water-related issues and legislative matters.
3. Attends business, community and trade association meetings; meets with business and community leaders regarding Metropolitan projects and community outreach objectives; responds to questions and concerns regarding Metropolitan policies, programs, projects and legislative issues.
4. Coordinates special events; travels to Metropolitan facilities to lead inspection tours as needed; coordinates specialized inspection trips for member agencies, elected officials and outside agencies or organizations.
5. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and four years relevant experience.

Required Knowledge of: Operations, services and activities of a government relations program; environmental policies and regulations; current office procedures, methods and equipment including computers; pertinent Federal, State and local laws, codes and regulations.

Required Skills and Abilities to: Organize various government relations or community relations projects; analyze legislation and policy issues; negotiate and resolve difficult and sensitive Metropolitan policy and legal issues and concerns; deliver clear and concise presentations; work with diverse interest groups to reach a consensus; operate office equipment including computers and supporting word processing and spreadsheet applications; work independently in the absence of supervision; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

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Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.