



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL GOVERNMENT AND REGIONAL AFFAIRS REPRESENTATIVE

<b>Group-Section:</b> External Affairs	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 60 <b>Job Code #:</b> YC24
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

**Technical Expert:** Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

**Project Manager:** Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

### OVERSIGHT

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

**Supervision Given:** Acts as a lead. Coordinates and reviews 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. Leads specialized activities related to local government relations including development of contacts with elected officials and business and civic leaders to establish mutually beneficial working relationships and ensures that Metropolitan's position on proposed legislation and regional initiatives is communicated in a timely and effective manner.
2. Monitors legislative and administrative actions, which affect water supply availability, water quality, financing, and other key issues, which have an impact on strategic planning goals and objectives. Develops and recommends solutions that will enhance achievement of Metropolitan's goals and objectives.
3. Leads activities involving the dissemination of information and materials pertaining to new and/or revised water-related legislation, programs and policies. Ensures that appropriate information requested by elected officials, member agencies, and their staff is provided in a timely manner.
4. Conducts specialized inspection trips and presents special briefings related to Metropolitan's and other agencies' water facilities for high-level elected, business, and civic leaders.
5. Delivers presentations on ongoing government and community relations activities to ensure that interested parties, including management, the member agencies, and Board of Directors, are well informed in a timely manner.
6. Assists executive management in the development of programs, plans, strategies, and solutions for problems and issues associated with government relations to ensure effective planning for accomplishment of organizational objectives and compliance with all applicable policies, rules, regulations and laws.
7. Represents Metropolitan at official civic meetings, and makes presentations to government agencies and civic and business leaders concerning water-related legislation, issues, and programs to enhance Metropolitan's standing and the acceptance of the agency's position on water-related matters.
8. Participates in special projects as assigned.
9. 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 eight years of relevant experience; or four years as a MWD Senior Government and Regional Affairs Representative (effective through June 2015).

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**Required Knowledge of:** Federal and state legislative processes; local community and business politics; regulations, laws, and ordinances impacting water agencies and programs; standard policies, practices, and procedures regarding government relations.

**Required Skills and Abilities to:** Lead a diverse workforce; lead most complex legislative/governmental efforts related to water projects and issues; conduct complex problem-solving related to water treatment and distribution problems and irregularities; negotiate and resolve difficult and sensitive Metropolitan policy and legal issues and concerns; prepare and deliver clear and concise presentations to management, external and member agencies, the Board of Directors, government representatives, and civic and business leaders; conduct discussions and informational meetings on highly sensitive and potentially contentious topics without escalating conflict.

**Certificates, Licenses and Registrations Requirement:**

- 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.

**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.

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