



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR GOVERNMENT AND REGIONAL AFFAIRS REPRESENTATIVE

Group-Section: External Affairs	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 57 Job Code #: YC23
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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 Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, 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. Coordinates and participates in major government relations and community liaison services which may involve leading the work of assigned staff; maintains open contacts with governmental agencies.
2. Establishes schedules and methods for providing government relations services consistent with assigned programs and projects; identifies resource needs and reviews with appropriate management staff; allocate resources accordingly.
3. Participates in the development of policies and procedures; undertakes work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
4. Oversees and performs the more complex work of staff responsible for working with local, state and federal legislative offices, businesses and the community to promote good relations and to gain support for various Metropolitan projects.
5. Plans, directs and participates in distributing legislative and administrative information to representatives and staff of local government agencies and member agencies; represents Metropolitan at official civic meetings; delivers presentations on water-related issues and legislative matters.
6. Reviews water-related legislation and activities of local, state and federal legislative bodies to keep informed of current issues; recommends action and position on related legislative matters.
7. Responds to request for information on legislative matters and administrative action to be taken to officials and their staff, local governmental agencies and member agencies; assists with responses to legislators' constituents.
8. Travels within Metropolitan as needed; coordinates specialized inspection tours for member agencies, elected officials, and outside agencies or organizations.
9. Responds to public inquiries in a professional manner; provides information regarding legislative or Metropolitan matters; responds to complaints as needed.
10. Participates in special projects as assigned.
11. 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 six years of relevant experience; or three years as a MWD Government and Regional Affairs Representative (effective through June 2015).

Job Title: Senior Government and Regional Affairs Representative

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Adopted: 10/27/08

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Required Knowledge of: Operations, services and activities of a government relations program; methods and techniques of gaining support for programs; environmental policies and regulations; pertinent Federal, State and local laws, codes and regulations.

Required Skills and Abilities to: Independently perform complex government relations tasks, such as legislative interpretation and implementation; maintain open relations with governmental organizations; organize and review the work of staff; understand Metropolitan policies and procedures; 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.

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.