

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION

Classification Title:	<u>PRINCIPAL LEGISLATIVE REPRESENTATIVE</u>				
Bargaining Unit:	05-ACE				
Class Code: 022	Grade: 62	EEOC Category	2	Overtime Exempt	Y
Group:	<u>Executive Offices</u>				
Reports to:	<u>Deputy General Manager External Affairs and General Manager</u>				

JOB SUMMARY

Under the direction of the Executive Legislative Representative and the Deputy General Manager External Affairs assist in implementing Metropolitan's state or federal advocacy program. Represent Metropolitan's interest before the State Legislature or U.S. Congress. Maintain liaison with elected representatives and high-level officials in Congress or the State Legislature to promote and protect Metropolitan's near and long-term legislative, regulatory, and policy objectives.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Advocate Metropolitan's interest before the executive, legislative, and regulatory branches of the state or federal government to promote and protect Metropolitan's near and long-term legislative policy objectives and programs.
2. Analyze and monitor state or federal legislative and administrative actions that affect water supply availability, water quality, hydroelectric power, financing, and other key issues to ensure that Metropolitan's strategic goals and objectives are met.
3. Participate in activities involving the dissemination of information and materials to state and federal elected officials in Sacramento or Washington D.C., to ensure that elected officials are well-informed in an effective and timely manner.
4. Deliver presentations on legislative issues to ensure that interested parties, including management, the member agencies, and the Board of Directors are well informed on federal and state legislative and regulatory issues impacting Metropolitan.
5. Testify at state and federal legislative hearings as required. Represent Metropolitan at official meetings to enhance Metropolitan's standing and acceptance of legislative regulatory issues and policy programs.

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6. Assist the General Manager and Deputy General Manager External Affairs, in the development and implementation of external programs, plans, and strategies to ensure that a consistent and coordinated message is presented to state/federal elected officials.
7. Advise the Board and management on the political ramifications of Metropolitan's actions to ensure that consistent and deliberative decision-making takes place.
8. Participate in the development of an effective legislative and public outreach program in MWD service area, including Sacramento and Washington D.C., to ensure Metropolitan's positions are communicated in a consistent, timely, and effective manner.
9. Maintain contact with trade associations, other utilities, and business groups by representing Metropolitan at meetings of those groups to promote and protect Metropolitan's goals and objectives.
10. May supervise staff and manage day-to-day operations in the absence of the Executive Legislative Representative.
11. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university majoring in Political Science, Public Administration, Business Administration, or a related field and 4 years of progressively responsible, directly-related experience in government relations and legislative advocacy at the local, state, or federal level;
- OR**
- A combination of education and progressively responsible, directly-related experience in government relations and legislative advocacy at the local, state, or federal level totaling 8 years.

CERTIFICATES, LICENSES, AND REGISTRATIONS Valid driver's license

from state of residency equivalent to California Class C.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal and/or state legislative process
- Federal and/or state elected officials
- Urban, agricultural, and environmental water interests
- Regulations and laws applicable to area of responsibility
- Local government planning and permit processes

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**Metropolitan Water District of Southern California
Principal Legislative Representative**

Skill and ability to:

- Prepare a variety of correspondence and reports to advocate Metropolitan's position before the appropriate executive, legislative, and regulatory branches of state or federal government.
- Persuasively argue for Metropolitan's program, projects, and policies.
- Effectively communicate with diverse and competing interests.
- Prepare and deliver written updates and/or oral presentations to management, member agencies, the Board of Directors, elected officials, civic, and business leaders.
- Manage a portfolio of complex legislative issues.
- Facilitate and organize broad base support for a number of high profile state, federal legislative initiatives and capital improvement projects.
- Negotiate legislative solutions that promote a reliable water supply for Southern California, protect the financial integrity of MWD and protect Metropolitan's water supply infrastructure.
- Negotiate solutions with local governments, member agencies and the public, regarding MWD programs.
- Travel to various and remote sites within and outside of Metropolitan's service area.

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Effective analysis of legislation
- Cost-effective legislative and public outreach programs
- Project team management
- Board and member agency satisfaction with management of legislative advocacy and public outreach program
- Effective liaison with internal and external contacts
- Negotiating skills

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope:

- In the absence of the Executive Legislative Representative or the Customer Service Unit Manager, effectively manage the delegation of assignments and day-to-day operations.
- **Project management examples:**
 - Develop broad-based support with elected federal, state and local officials, Board members, member agencies, and business leaders for specific legislation, customer service and capital projects impacting Metropolitan's programs.

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Legislative Representative

- Develop and implement political strategies for specific projects and programs, such as Clean Water Act, Safe Drinking Water Act, Colorado River Salinity Control, water transfers, water supply availability, endangered species, state/local financing, State Water Project, and Bay/Delta matters.

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