

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

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title:	<u>LEGISLATIVE REPRESENTATIVE</u>			
Bargaining Unit:	<u>05-ACE</u>			
Class Code: Y09	Grade: 46	EEOC Category: 2	Overtime Exempt:	Y
Group:	<u>Executive Offices</u>			
Reports to:	<u>Executive Legislative Representative and Deputy General Manager External Affairs</u>			

JOB SUMMARY

Under the direction of the Executive Legislative Representative and the Deputy General Manager External Affairs assists in implementing Metropolitan’s state legislative program. Maintains liaison with elected representatives and their staff in the State Legislature and Administration to promote and protect Metropolitan’s near and long-term legislative, regulatory and policy objectives.

ESSENTIAL FUNCTIONS AND EXPECTED RESULTS

1. Assists in the promotion of Metropolitan’s interest before the executive, legislative, and regulatory branches of state government to promote and protect Metropolitan’s near and long-term legislative and policy objectives.
2. Assists with analyzing and monitoring state legislative or administrative actions which 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. Participates in activities involving the dissemination of information and materials to state elected officials in Sacramento to ensure the elected officials and their staff are well informed in an effective and timely manner.
4. As directed, delivers presentations on legislative issues to ensure that interested parties, including the Board of Directors, member agencies, management, civic groups, and elected officials are well informed on state legislative and regulatory issues impacting Metropolitan.
5. Assists in the development of an effective legislative outreach program in Sacramento to ensure Metropolitan’s positions are communicated in a consistent, timely, and effective manner.

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6. As directed, assists in the preparation and distribution of oral and written communications on legislative issues including monthly legislative updates, legislative alerts, position papers, and correspondence.
7. As directed, responds to requests for information on legislative matters and administrative actions from elected officials and staff, board members, member agencies, and Metropolitan staff to maintain the liaison necessary to promote Metropolitan strategic goals and objectives.
8. As directed, promotes common interests, develops and maintains contacts with trade associations, other utilities, businesses, and environmental groups to promote and protect Metropolitan's interests before the State Legislature.
9. Assists in coordination of special events such as inspection trips for elected officials and their staff.
10. Understands and complies with pertinent Metropolitan policies and standards for workplace health and safety, alert to unsafe practices, conditions and/or equipment and report any such issues accordingly.
11. Performs 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 2 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 6 years.

LICENSES/CERTIFICATION REQUIRED

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

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- Federal and/or state elected officials
- Urban, agricultural, and environmental water interests
- Regulations and laws applicable to area of responsibility

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.
- Facilitate and organize broad base support for a number of high profile state, federal legislative initiatives and/or capital improvement projects.
- Travel to various and remote sites within and outside of Metropolitan's service area.