

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION

Classification Title:	<u>EXECUTIVE LEGISLATIVE REPRESENTATIVE</u>		
Bargaining Unit:	<u>01-Unrepresented</u>		
Class Code: <u>021</u>	Grade: <u>79</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Group:	<u>Executive Offices</u>		
Reports to:	<u>General Manager, Deputy General Manager/External Affairs</u>		

JOB SUMMARY

Direct and participate in all legislative activities related to implementation of Metropolitan's state or federal advocacy program; represent Metropolitan's interest before the State Legislature or U.S. Congress and the Federal and State Administrations/Executive Branch Agencies. Maintain liaison with elected representatives and high-level officials in Congress or the State Legislature and Federal and State Administrations/Executive Branch Agencies 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 not limited to, the following:*

1. Direct all legislative activities of the Sacramento or Washington D.C. office, including supervision of professional staff and/or contract consultants, development and monitoring of state budget or federal appropriations outlay to ensure that Metropolitan's strategic goals and objectives are met.
2. Direct and manage 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.
3. 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 and policy objectives.
4. Deliver presentations on the more highly complex legislative issues to ensure that interested parties, including management, the member agencies, and the Board of Directors, and constituency groups are well-informed on federal and state legislative and regulatory issues impacting Metropolitan.

Salary Grade change: grade 74 to 79 per Board letter dated 10/10/06

Supersedes: 10/26/04

Job Title: Executive Legislative Representative

Job Code: 021

Revised date: 10/26/04

Salary change grade 71 to 74 per Board Letter 8-8 dated 10/12/04

Supersedes Executive Legislative Representative dated 8/20/04

5. Supervise staff, including selecting employees or contract consultants, assigning work, MWD deliverables, providing training and development where necessary, background information, issue documentations as needed, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee development or contractor effectiveness are met.
6. Supervise the analysis of state or federal legislative and administrative actions that affect water supply
7. availability, water quality, hydroelectric power/electricity transmission, program financing, and other key issues to ensure that Metropolitan's strategic goals and objectives are met.
8. Develop or deliver testimony for state and federal legislative hearings as required. Represent Metropolitan at official meetings to enhance Metropolitan's standing and acceptance of Metropolitan's position on legislative and regulatory issues.
9. Assist the General Manager and the 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.
10. Advise the Board in coordination with management on the political ramifications of Metropolitan's actions to ensure that consistent and deliberative decision-making takes place.
11. Develop an effective legislative outreach program in Sacramento or Washington D.C. to ensure that Metropolitan's positions are communicated in a consistent, timely, and effective manner.
12. Maximize the value of active involvement with trade associations, other utilities, constituency groups and business groups by representing Metropolitan at meetings of those groups to promote and protect Metropolitan's goals and objectives through coalition efforts.
13. 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 6 years of progressively responsible, directly-related experience in government relations and legislative advocacy at the local, state, or federal level;

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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 10 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 Management/supervisory concepts and techniques
- Urban, agricultural, and environmental water interests
- Regulations and laws applicable to area of responsibility

Skill and ability to:

- Prepare or direct the preparation of 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 through regular direct contact with appropriate state and federal officials and their staff.
- 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 highly complex legislative issues.
- Facilitate and organize broad base support for a number of high profile state and federal legislative initiatives.
- 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.
- Travel to various and remote sites within and outside 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:

- State Budget
- Federal Appropriation
- Cost-effective legislative outreach programs
- Project team management

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- Coalition building
- Selection and retention of workforce contract consulting team to meet agency's diversity objectives
- Employee development to meet Metropolitan's near and mid-term needs
- Board and member agency satisfaction with management of legislative advocacy program

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope:

- A small work group of 4 to 5 employees

Project management examples:

Develop Dev broad-based support with elected federal, state, and local officials, Board members, member agencies, and business leaders for specific legislation impacting Metropolitan's programs.

Develop Dev 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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