



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PUBLIC AFFAIRS REPRESENTATIVE I

Group-Section: External Affairs	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA87
--	--	---

JOB SUMMARY

This is the intermediate level position performing Public Affairs Representative I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Receives, stores, tracks, maintains, distributes, and transports exhibits, publications, and other outreach materials and equipment.
2. Plans, delivers, assembles, and disassembles exhibit booths; may assist staff at exhibit booths for conferences and other community outreach events.
3. May conduct educational activities for schools, tours, and other events.

4. Pulls materials, supplies, and publications for mailing and delivery.
5. Assists in researching and compiling background material for writing assignments and outreach activities.
6. May participate on a project team.
7. Performs other related Public Affairs Representative 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 two years of relevant experience.

Required Knowledge of: English usage, spelling, grammar, and punctuation; and current office technology and equipment.

Required Skills and Abilities to: Perform public speaking; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certifications

- None

Licenses

- Valid California Class B or C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Job Title: Public Affairs Representative I

Job Code: YA87

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

MWD

Metropolitan Water District of Southern California

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.

Job Title: Public Affairs Representative I

Job Code: YA87

Adopted: 03/11/13

Revised:

Supercedes:

Page 3