



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT GENERAL MANAGER/CHIEF EXTERNAL AFFAIRS OFFICER

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrep	Salary Grade: 93 Job #: Z14
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JOB SUMMARY

Under administrative direction from the General Manager directs the overall planning, development, and dissemination of Metropolitan's public affairs, legislative activities, inspection trips, Business Outreach initiatives, and graphic services to ensure that Metropolitan's water issues affecting Southern California are appropriately communicated and represented. Responsible for highly visible interagency and community interface with state and federal elected officials, local governments, business leaders, special interest groups, and Metropolitan's member agencies. Recommend strategies to the General Manager to ensure that Metropolitan's interests are appropriately disseminated and represented in a cohesive and strategic manner.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Receives direction from the General Manager. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Directs all activities related to public and legislative matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Directs all legislative activities of the San Diego, Sacramento, and 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.
3. Plans, develops, and directs, through a subordinate manager, Metropolitan's publication, media, community relations, education, and conservation programs to ensure that Metropolitan's activities are effectively and accurately communicated.
4. Plans, develops, and implements, through subordinate managers, strategies to promote and protect Metropolitan's near and long-term legislative and policy objectives.
5. Represents Metropolitan in the highly complex and sensitive public affairs and legislative matters; delivers presentations as necessary on these issues as required.

6. Maintains liaison with state and federal legislators, county boards of supervisors, chambers of commerce, and other governmental entities as Metropolitan's chief spokesperson over legislative and public affairs matters. Represents Metropolitan at official meetings, conferences, and/or conventions, making presentations as required.
7. Acts in an advisory capacity with officers and directors of Metropolitan in developing strategic paths to enhance communication of Metropolitan's public and legislative affairs. Advises the General Manager, Board of Directors, and senior management on the political ramifications of Metropolitan's actions to ensure that consistent and deliberative decision-making is affected.
8. Manages the planning, development, and monitoring of the division's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
9. Directs the preparation of Board letters, administrative and technical reports, contracts, and other correspondence to ensure that applicable laws, regulations, policies, and procedures are adhered to.
10. Directs complex studies and programs to ensure that Metropolitan's short and long-term interests and needs are met.
11. Directs all activities related to the Metropolitan Board of Directors and General Manager sponsored trips; and communications and messages regarding the Inspection Trip Program and Metropolitan's mission, policies, and activities.
12. Directs business community relations as it pertains to Metropolitan's Regional/Small Business Program, as well as advances district programs entailing outreach to the small business communities such as conservation initiatives, legislation with relevant impacts.
13. Directs graphic services including the design, implementation, and maintenance of networking graphic systems and photography and video production services.
14. May testify at state and federal legislative hearings as necessary. May represent Metropolitan at official meetings to enhance Metropolitan's standing and acceptance of legislative and regulatory issues.
15. Performs other related duties as required.

**EMPLOYMENT STANDARDS
MINIMUM REQUIREMENTS**

Education and Experience: Bachelor's degree from an accredited college or university in Communications, Journalism, Business Administration, Public Administration or a related field from an accredited college or university, and 8 years of progressively responsible experience in public affairs and legislative activities, 4 years of which must have been at the managerial level; or A Master's degree from an accredited college or university in Communications, Journalism, Business Administration, Public Administration or a related field from an accredited college or university, and 6 years of progressively responsible experience in public affairs and legislative activities, 4

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years of which must have been at the managerial level; or A combination of education and progressively responsible experience in public affairs and legislative activities totaling 12 years, 4 years of which must have been at the managerial level.

Required Knowledge of: Federal, state, and local government legislative processes; political process; communications strategies and tools; Southern California water issues; Urban, agricultural, and environmental water interests; current business and organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management and supervisory concepts and techniques; team building; governmental and community relations; Management/supervisory concepts and techniques; budgetary concepts and procedures; contract administration; and complex project management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for quality and validity; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; research and analyze legislation and evaluate its impact; develop position papers; communicate orally and in writing on administrative and technical topics; represent Metropolitan to regulatory agencies, public agencies, and elected officials; establish and maintain collaborative working relationships with all levels within the organization, other agencies, elected officials, and the public; use presentation and business applications; prepare presentations for executive management, Board of Directors, and member agencies; effectively communicate Metropolitan's position on diverse and competing interests; interface and maintain liaison with member agencies, the Board of Directors, elected officials, civic and business leaders; and travel to various and remote sites within the area and other Metropolitan areas

Certificates, Licenses, and Registrations Requirements

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

Certificates

- None

Licenses

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

Registrations

- None

DESIRABLE QUALIFICATIONS

- Knowledge of pertinent regulations and laws that impact Metropolitan objectives; awareness of current water issues at all levels of government; and understanding of California water history.
- Knowledge of Southern California water agencies including Metropolitan's member agencies; and active involvement in relevant community, business, or other associations.

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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 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, 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