



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EXTERNAL AFFAIRS GROUP MANAGER Group Manager

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: 86 Job #: Z58
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JOB SUMMARY

Directs the overall planning, development, and timely dissemination of information related to Metropolitan's public affairs and legislative activities to ensure that Metropolitan's water and operational 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.

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 Assistant General Manager, Chief External Affairs Officer. 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. Plans, develops, and directs, through subordinate managers, Metropolitan's publication, media, community relations, education, and conservation programs to ensure that Metropolitan's activities are effectively and accurately communicated. Manages all the day-to-day communications activities including local, state, and national media relations.
3. Plans, develops, and implements, through subordinate managers, strategies to promote and protect Metropolitan's near and long-term legislative and policy objectives.
4. Represents Metropolitan in highly complex and sensitive public affairs and legislative matters; deliver presentations as necessary on these issues as required.
5. Maintains liaison with state and federal legislators, county boards of supervisors, and other governmental entities to advance Metropolitan's interests in legislative and public affairs matters. Facilitates outreach and coordination with various stakeholders including business, civic, environment and the general public on matters of interest to Metropolitan. Represents Metropolitan at official meetings, conferences, and/or conventions, making presentations as required.

6. 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 effected
7. Manages the planning, development, and monitoring of the Group's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
8. 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.
9. Directs complex studies and programs to ensure that Metropolitan's short and long-term interests and needs are met.
10. 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.
11. 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, Political Science, Business Administration, Public Administration or a related field from an accredited college or university, and fourteen years of progressively responsible experience in public affairs and legislative activities, including six years management and supervision experience; or Master's degree from an accredited college or university in Communications, Journalism, Political Science, Business Administration, Public Administration or a related field from an accredited college or university, and Twelve years of progressively responsible experience in public affairs and legislative activities, including six years management and supervision experience.

Required Knowledge of: Federal, state, and local government legislative processes; political process; communications strategies and tools; 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; and governmental and community relations.

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

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agencies, elected officials, and the public; use presentation and business applications; and prepare presentations for executive management, Board of Directors, and member agencies.

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.

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

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