



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT LEGISLATIVE REPRESENTATIVE

<b>Group-Section:</b> External Affairs Office	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 48 <b>Job Code #:</b> YC66
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### JOB SUMMARY

The Assistant Legislative Representative is the entry level position responsible for assisting with the implementation of Metropolitan's state or federal legislative program. This classification helps with scheduling, tracking the legislative calendar and managing the flow of information in support of the state and federal legislative programs. Assistant Legislative Representative's monitor and report on legislative and administrative hearings and respond to requests from legislative and administrative offices and Metropolitan management. These positions are located at either the Sacramento or Washington D.C. offices.

### OVERSIGHT

**Oversight Received:** Receives direction from the Executive Legislative Representative.

**Oversight Given:** None

### JOB DUTIES

1. Manages the legislative calendar and assists in scheduling and planning legislative and administrative meetings, events, and legislative inspection trips.
2. Assists with preparing quarterly lobbying reports, including collecting contract lobbyist reports and preparing Executive Legislative Representative reports.
3. Monitors legislative hearings, agency meetings/workshops, and association meetings as needed and prepare brief summaries for Metropolitan staff.
4. Assists with the implementation of an effective legislative outreach program to ensure Metropolitan's positions are communicated in a consistent, timely, and effective manner, including managing a library of outreach materials.
5. Updates and distributes state or federal legislative matrix and position letters internally and externally.
6. May assist as directed with 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.

7. Assists with preparing PowerPoint presentations and other materials, as directed, on legislative issues to ensure that interested parties, including management, member agencies, and the Board of Directors are well informed on state or federal legislative and regulatory issues impacting Metropolitan.
8. Provides transportation support as needed for Metropolitan sponsored tours or visits to the Sacramento and/or Washington D.C. offices.
9. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Associate's degree from an accredited college or university in a related field and four (4) years of relevant experience of which two (2) years must have been providing support in a legislative office; or a Bachelor's degree from an accredited college or university and two (2) years of relevant experience.

### **Certificates, Licenses and Registrations Requirements**

#### **Certificates:**

- None

#### **Licenses:**

- Valid driver's license from state of residency equivalent to a California Class C that allows you to drive in the course of your employment.

#### **Registrations:**

- None

**Required Knowledge of:** Legislative process and calendar; Lobbying laws and requirements; Elected officials and staff.

**Required Skills and Abilities to:** Monitor, analyze, and track legislation effectively; Effective verbal and written communication; Strong organizational skills and ability to keep track of multiple tasks and pay attention to details; Strong interpersonal skills; and Knowledge of Excel and PowerPoint.

**Desirable Qualifications:** Knowledge of urban, agricultural, and environmental water issues.

Job Title: Assistant Legislative Representative

Job Code: YC66

Effective: 6/26/2022

Adopted: 10/24/2022

Revised: N/A

Supersedes: N/A

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**PHYSICAL DEMANDS/WORK ENVIRONMENT/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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 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.