



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Director of Policy and Governmental Affairs
------------------	--

GENERAL PURPOSE

Provides policy level professional assistance to the General Manager, Board of Directors and members of the Executive Management team in performing a variety of highly responsible, politically sensitive, confidential, and complex assignments; represents the General Manager and the District at meetings, hearings, and specified functions. Works with the General Manager and management to strategize, develop, advance and implement EMWD's legislative, policy and communication efforts; managing lobbyist contracts for EMWD; developing strong working relationships and building coalitions with governmental agencies and associations; advocating EMWD's policy positions to key stakeholders and elected officials and their staff at the federal, state, and local levels; serving as a liaison between District headquarters staff and legislative representatives; coordinating with the General Manager and EMWD's Metropolitan Water District (MWD) board representative on key MWD policies, programs and legislative initiatives; planning and effectively managing budgets and contracts, and staff for legislative efforts.

DISTINGUISHING CHARACTERISTICS

This is a director classification responsible for planning and developing strategy, approach, and messaging to advocate on EMWD's behalf; meet with regional, state, and federal decision-makers to represent and advocate for EMWD; and build and foster relationships. Incumbents serve as a professional-level resource for the General Manager and Executive Management. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering EMWD goals within the strategic plan and general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager and collaborates closely with the Senior Executive team. Exercises direct supervision over assigned professional staff and contracts associated with governmental advocacy and policy development.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Assists the General Manager by performing day-to-day policy-level professional duties in performing a wide-variety of complex, politically sensitive and confidential assignments.
- Represents the District and the General Manager before governmental bodies, at designated meetings, ad hoc meetings, with constituent water agencies, committees, Federal, State, and local hearings, and Metropolitan Water District functions.
- Facilitates meetings and relationships with retail agencies in support of EMWD's role as a wholesale water agency.
- Assists in the overall activities of the General Manager in carrying out external strategic programs, focusing on strategic initiatives.
- Provides leadership and professional staff assistance to the Board of Directors and other members of the Executive Management team in support the District's mission.
- Participates in regional, state, and national professional meetings and conferences to stay abreast of trends and practices related to District priorities, particularly in areas of assigned accountability.
- Collaborates with the Assistant General Manager of Strategic Communications, Public Affairs and Water Use Efficiency on the status, planning and coordination of department projects, and assists the executive management team in promoting the vision, mission, guiding principles and strategic objectives of EMWD.
- Directs and oversees activities, such as writing, editing and compiling information, including memos, presentation decks, biographies, talking points for General Manager, Executive Management and the Board of Directors and other material used for government outreach.
- Represents EMWD in industry and professional associations, and associations' federal affairs committees and board of directors.
- Brings problems and solutions to the attention of Executive Management. Develops and prepares appropriate messages and materials for making the case to decision- makers. Build relationships with key stakeholders in the regional, state, and federal levels.
- Directs and oversees the management of contracts and vendor relationships and prepares specifications and contract documents; writes, reviews, and edits RFPs for legislative affairs and related services, as well as research projects with academic institutions.
- Facilitates or attends meetings with federal or state legislators, and other elected

officials and strategic partners.

Formulates communication strategies for addressing community and agency concerns; provides strategic planning for executives and/or other departments EMWD programs, projects, and initiatives.

- Serves as on-going liaison and represents EMWD with designated governmental agencies and other industry, professional, business, ratepayer and organizations.
- Directs and oversees coordination with other departments and organizations regarding information and presentations on pertinent topics, legislation, policy and regulations, and EMWD programs and projects.
- Directs and oversees the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with EMWD's Strategic and Operational Plans.
- Broadens public and industry awareness of EMWD and support for EMWD's key issues and objects by identifying target audiences and cultivating strategic alliances and unique audiences and proposing targeted outreach efforts. Formulates related strategies.
- Reviews and evaluates MWD policies, programs and legislative initiatives in coordination with the General Manager and acts as an on-going liaison to MWD and support staff for EMWD's representative to the MWD Board of Directors.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's Mission, Vision, and Guiding Principles and adhere to the District's policies.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Federal, state and local government structure and functions; regulation, laws and ordinances impacting water agencies and local government; standard policies, practices, and procedures regarding government relations; media relations and communication expertise.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles, methods and practices applied in design and implementation of public relations and community affairs programs.
- Writing, editing, proofreading, layout and design skills.

- Communications theories, practices, and trends for both print and electronic mediums; website development and management.
- Water conservation principles and practice; basic principles of water, wastewater and recycled water service operations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, District staff, and elected officials.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Lead most complex governmental efforts related to water legislation, projects and issues; conduct complex problem-solving and address difficult and sensitive EMWD policy issues and concerns.
- Prepare, administer and monitor a division/department budget.
- Plan, organize, assign, and lead professional and technical staff in implementing public affairs programs and activities.
- Analyze and utilize critical thinking skills to understand project objectives and ensure alignment with District mission and business values and standards.
- Organize and plan using project and time management skills with a positive attitude and service orientation.
- Maintain accurate files and records.
- Make decisions in a changing environment and anticipate future needs.
- Handle confidential information with sensitivity.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Travel frequently by car and air across the state as necessary.
- Work remotely and while traveling

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Ten (10) years of increasingly responsible professional experience involving the development and coordination of government affairs programs and projects, five (5) years of which is in a management capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public relations, political science, communications, marketing, journalism or a related field.

Licenses/Certifications:

- A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work remotely or in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work is performed at a location other than at the District's main office. Employees often work remotely and may be based anywhere in the contiguous United States and will report to the District's main office as necessary. Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Director of Public and Governmental Affairs. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Number: _____

Employee Signature: _____