

Associate Project Manager (Government Relations)

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To perform professional duties involving the development, implementation and support of legislative and regulatory initiatives on behalf of member agencies; to interpret and communicate the impact of pending legislation and regulations on member agencies; to perform research, statistical and other analytical work in support of Regional Water Authority and/or Sacramento Groundwater Authority programs and activities; to provide staff assistance to the Executive Director and member agencies.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Project Manager series with the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. It is distinguished from the Senior Project Manager by the level of expertise and independence for managing programs that is assigned to the Senior level.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Executive Director and may receive technical and functional supervision from the Senior Project Manager or Principal Project Manager.

The Associate Project Manager does not provide direct supervision to personnel, but develops and assists with managing contracts with consultants, local, State and Federal governments.

ESSENTIAL JOB FUNCTIONS:

- Assists with the formulation of RWA and SGA's strategy related to ongoing regulatory and legislative matters impacting member agencies.
- Assists with the creation and editing of state legislative and regulatory language.
- Tracks legislative and regulatory activity.
- Prepares comment letters regarding pending legislative and regulatory matters.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.
- Coordinates activities with and among member agencies; schedules and attends meetings.
- Assists with identifying trends and developing responses to member agency requests regarding legislative and regulatory matters.

- Develops, implements and maintains a forum for bringing the water resource community together in order to share information and initiate cooperative efforts.
- Manages special projects and prepares reports.
- Assists with the preparation and presentation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors.
- Assists with presentation of regulatory and legislative workplans and budget proposals to the RWA Board and Committees.
- Answers questions and provides information to the public and member agency staff.
- Builds and maintains positive working relationships with co-workers, staff of member agencies and the public using principles of good customer service.
- Performs other duties as delegated, assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal and state laws, rules policies, regulations and legislation of concern to member agencies.
- Procedures, operations and functions of legislative and regulatory agencies at the state and federal levels.
- Analytical methods and procedures.
- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures and equipment.
- Computer and word processing, spreadsheets and database software applications.
- Principles and practices of statistics, methods of data collection, and scientific research.

Ability to:

- Effectively represent RWA/SGA legislative and regulatory positions and policies at the state and federal levels.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Analyze and prepare clear, concise and comprehensive reports.
- Gather, summarize and distribute a variety of technical legislative and regulatory policy information.
- Oversee and monitor the work of consultants.

- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of experience involving legislative and regulatory interpretation and impact analysis or closely related field. Professional interaction with state, local and national water industry organizations is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in government relations, political science, law or a related field.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date