

Principal Program 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 nor all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To plan, organize, direct and manage Regional Water Authority and Sacramento Groundwater Authority state legislative and regulatory policy activities to advance the interests of the Authorities and their members; to coordinate activities with member agencies; and to provide highly complex staff assistance to the Executive Director.

DISTINGUISHING CHARACTERISTICS:

This is the expert level class in the Project Manager series and is distinguished by the subject matter expertise required to manage the more complex projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

The Principal Project Manager is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

- Develops, coordinates and manages the development of the annual legislative and regulatory agenda.
- Recommends and implements goals and objectives as it relates to legislative and regulatory advocacy; establishes schedules and methods for a variety of legislative and regulatory initiatives and implements policies and procedures.
- Participates in the selection of staff and/or consultants; plans, develops and oversees the work of staff and/or consultants.
- Evaluates operations and activities of assigned responsibilities; implements improvements and modifications; prepares various reports on operations and activities.
- Participates in the government relations budget preparation and administration; prepares cost estimates in support of the government relations activities; monitors and controls expenditures.
- Provides to the Executive Director and the Board timely information, analysis, and recommendations regarding policy matters.
- Coordinates lobbying efforts with allied organizations; ensures that legislative and regulatory strategies are carried out by contract advocates, and sets priorities for actions.

- Receives, researches and responds to member inquiries regarding legislative and regulatory activities.
- Evaluates or assists in the evaluation of new or proposed legislation, rules and regulations, and confers with members, Authority technical staff, and counsel regarding potential impacts or benefits.
- Develops and makes presentations at legislative or administrative hearings; and recruits and briefs members to testify.
- Establishes and maintains positive relationships with state legislators and staff representing the region and key legislative committees.
- Tracks legislation of interest to the Authority and members and routinely provides summary reports.
- Creates strategic partnerships with local, regional, and statewide organizations to pursue common interests.
- Conducts complex bill and regulatory analyses; prepares comment letters and develops and implements advocacy strategies.
- Prepares and presents items for action and/or discussion to the RWA Executive Committee and the RWA Board of Directors; represents the Authority on committees and outside organizations as necessary.
- Presents 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, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal and state laws, rules policies, regulations and legislation of concern to member agencies.
- California Water Resources issues, including conjunctive use, integrated planning, water reuse, and demand management.
- Procedures, operations and functions of legislative and regulatory agencies at the state and federal levels.
- Legislative and regulatory research methods and procedures.
- Advanced analytical methods and procedures.
- Principles and practices of public policy administration.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules related to water.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures and equipment.

- Computers and word processing, spreadsheets, and database software applications.
- Advanced principles and practices of statistics, methods of data collection, and scientific research.

Ability to:

- Organize, implement and direct highly complex legislative and regulatory activities.
- 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 interpret state legislation, regulations, and policies and prepare recommendations.
- Interpret and explain pertinent Authority policies and procedures.
- Assist in the development and monitoring of assigned program budget.
- Analyze and prepare clear, concise and comprehensive reports.
- Gather, summarize and distribute a variety of technical legislative and regulatory policy information.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Executive Director.
- 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:

Eight years of increasingly responsible experience in state legislative and regulatory analysis. Specialized experience in water, environmental, local government, and finance policy preferred.

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. A Master's degree and background in water resources management or public administration or a related field is desirable.

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