

Senior 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 plan, organize, coordinate and participate in legislative and regulatory analysis and advocacy on behalf of Regional Water Authority and Sacramento Groundwater Authority's member agencies; to assist with other RWA projects as required; to research and analyze the more complex policies; and to provide complex staff assistance to the Executive Director and member agencies.

DISTINGUISHING CHARACTERISTICS:

The Senior Project Manager is the advanced journey level in the Project Manager series. Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees perform the more difficult and responsible types of duties assigned to classes within the series and may provide technical and functional supervision over other personnel.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Executive Director.

The Senior Project Manager does not provide direct supervision to personnel, but may provide technical and functional support to Associate Project Managers and is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

- Plans, prioritizes, and reviews the work of internal and/or external resources associated with the creation and advocacy of legislative and regulatory language.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Conducts bill and regulatory analyses, prepares comment letters and develops and implements advocacy strategies for the more complex legislative and regulatory matters.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.
- Researches and gathers requisite background information for bills and regulations having an impact on member agencies.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.

- Identifies trends and develops 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.
- Prepares and presents items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors.
- Presents 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 assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal and state laws, rules policies, regulations and legislation of concern to member agencies.
- Water resources issues impacting California.
- Legislative and regulatory research methods and procedures.
- Procedures, operations and functions of legislative and regulatory agencies at the state and federal levels.
- Advanced 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.
- Advanced principles and practices of statistics, methods of data collection, and scientific research.

Ability to:

- Organize, implement and participates in 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.
- Develop and monitor assigned program budgets.
- Develop and recommend policies and procedures related to assigned activities.
- Understand and address member priorities, concerns and issues.
- Oversee and monitor the work of consultants.
- Interpret and apply policies and procedures.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Analyze situations carefully and adopt effective courses of action.
- 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:

Six years of increasingly responsible 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. 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