

REGIONAL WATER AUTHORITY

Manager of 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 THE JOB:

To provides leadership on local, state, and federal government relations, including with cities, counties, the State Legislature, Congress and across all agencies; leads the design, development and implementation of government relations strategies and specific actions to advance the RWA's initiatives to the benefit of its member agencies; oversee policy analysis, guidance and recommendations on legislation, regulation and stakeholder engagement that may affect the RWA, its mission, initiatives or the RWA member agencies and contract agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

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

ESSENTIAL JOB FUNCTIONS:

- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures in the area of government relations.
- As part of the Authority's management team, assists in the development and implementation of the mission and vision of the Authority.
- Monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Acts as the primary liaison between the RWA and other governmental agencies, public entities, or key stakeholders on issues of governmental relations.
- Successfully lobby, influence, persuade, and advocate RWA interests at the local, state, and federal levels.
- Provides frequent updates to the Agency's Executive Director, RWA and SGA staff, RWA Executive Committee, the RWA board of directors, and key stakeholders.
- Establishes and maintains constructive relationships with elected and appointed officials on a federal, state, and local level and invests considerable time and energy in prioritized networking activity.
- Apprises the Executive Director of pertinent legislative issues, external factors, and policy proposals and actions that could impact the RWA, its member agencies and contract agencies.
- Understands, communicates, and advocates for RWA priorities to governmental officials, local, statewide, and national organizations, and other government entities on key legislative issues.

- Coordinate with communications consultants on the development and placement of messages to advance the RWA advocacy interests and goals, including website content, social media content, op-ed materials. Develop and coordinate media pitches.
- Serves as a key representative for the RWA at legislative sessions, before state bodies, and federal agencies in support of goals and objectives.
- Shapes and influences legislative programs and other critical business issues in alignment with RWA policies, goals, and objectives.
- Works with lobbyists and legislators in establishing and implementing a lobbying strategy, both proactive and responsive.
- Prepares communications to and for key stakeholders regarding pertinent issues on legislative changes; directs and oversees the development of materials in support of the government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
- Assists the Board of Directors, the Executive Committee and the Executive Director on policy development and problem resolution.
- Answers questions and provides information to the public.
- Builds and maintains positive working relationships with co-workers, member agency staff, Board of Directors and the public using principles of good customer service.
- Ensures coordination of multiple project committees.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of leadership, mentoring, and training.
- 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.
- Principles and practices of group facilitation and interest-based negotiations.
- 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.

Ability to:

- Organize, implement, and direct highly complex legislative and regulatory activities.
- Analyze and interpret state legislation, regulations, and policies and prepare recommendations.
- Lobby, influence, persuade, and advocate RWA interests at the local, 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.
- Prepare policy position papers, legislative platforms, and legislative correspondence.
- Develop and place of messages to advance the RWA advocacy interests and goals, including website content, social media content, op-ed materials.
- Act as a spokesperson for the RWA and responding to press and media inquiries.
- 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.
- Identify problems, alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gather, summarize, and distribute a variety of technical legislative and regulatory policy information.
- Set priorities and organize work, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Handle multiple projects simultaneously and prioritize work effectively.
- Proactively resolve problems and situations in the workplace.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Maintain sensitive and confidential information in the course of supporting RWA business.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Communicate effectively, orally and in writing.
- 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.

REQUIRED EXPERIENCE AND TRAINING:

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 (8) 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.
- Registration as a lobbyist with the California Secretary of State.

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.