

GOVERNMENT RELATIONS OFFICER

DEFINITION

Under general direction, plans, organizes, oversees, and manages the operations of local, regional, state, and federal government relations and legislative advocacy for the District; monitors legislation and develops agency's position and response; lobbies representatives at various levels of government on matters impacting the District; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. May provide direct supervision over professional, technical, or administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the operations and activities of the government relations and legislative advocacy section. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to government relations and legislative advocacy. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily activities of government relations legislative advocacy, and regulatory policy development for the District; lobbies, persuades, and advocates the District's interests at the local, state, and federal levels; serves as agency liaison and as registered legislative advocate; interacts with other agency staff and federal and state legislators to obtain support for initiatives impacting the District.
- Participates in the development of goals, objectives, policies, and standards for the District on legislative and regulatory matters; provides professional assistance to the General Manager, Board of Directors, committees, and other departments on legislation, regulatory policy, special projects, public information and media relations, and other federal or state-related policy issues.
- Recommends and develops legislative and regulatory policy in accordance with the direction from the General Manager and policies established by the Board of Directors; reviews current and proposed legislative programs and develops recommendations for appropriate action.
- Prepares and delivers presentations and briefings to management, staff, Board of Directors, member agencies, local, state, and federal elected officials, and their staff; prepares written reports and oral testimony; coordinates representation before the State Legislature and Congress; testifies at state and federal legislative hearings as required.

- Lobbies, informs, persuades, influences, negotiates, and participates in legislative and regulatory policy decision making; coordinates legislative strategies with other interested parties and advocacy groups, such as wholesale agencies, community, and industry groups; advocates the District's interests with government officials; develops, recommends, and implements strategies to protect and promote the District.
- Anticipates, reviews, and analyzes proposed bills, bill amendments, laws, and regulations that have potential impact to the District; maintains contacts with representatives of state, federal, and local governments to identify future legislation and regulatory policies; regularly reports to the General Manager and the Board of Directors on pending legislative and regulatory developments and recommends action or response.
- Participates in the development, administration, and oversight of program budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals, negotiations contracts, and recommends award; administers contracts to ensure compliance with District specifications and service quality.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; researches emerging products and enhancements and their applicability to District needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legislative analysis, processes, and regulatory rulemaking at various levels of government.
- 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 practices of public sector budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles of effective public relations with community groups, private business, and with representatives from various levels of government.
- Advanced principles and practices used in public information, media relations, and government relations.
- Methods and techniques used in developing communications for internal and external audiences and writing principles and practices including elements of persuasive writing and arguments.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- District and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, oversee, manage, and direct the District's government relations and advocacy program and operations.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Interpret and develop a position on proposed regulatory policy and legislation and its potential impact on District operations.
- Negotiate in a government environment and make strategic decisions during hearings and/or negotiations.
- Speak effectively and persuasively to varied groups, including legislative and governmental.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

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

Experience:

- Five (5) years of increasingly responsible government relations, regulatory policy, and legislative advocacy experience, including two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with District staff, the general public, elected officials, and the media.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.