

JOB DESCRIPTION
Legislative Affairs Manager
Code Number: 14001

GENERAL PURPOSE

Under the administrative direction of the General Manager, plans, organizes, and manages the activities of the Legislative Affairs department, providing assistance to District management in formulating policy and legislative positions; serves as chief spokesperson for the District on legislative and intergovernmental relations issues; provides expert professional assistance and guidance to District management on intergovernmental affairs and similar matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for managing and integrating legislative and intergovernmental activities for EMWD at the state and federal levels and providing management analysis and evaluation of issues of District-wide importance. Assignments are broad in scope, require the exercise of political acumen and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates, and evaluates the work of the Legislative Affairs department; with staff, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's mission and assigned priorities; participates in the development and monitors performance against the department's annual budget; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards.

Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's

personnel rules, policies, and labor contract provisions.
Legislative Affairs Manager

Provides day-to-day leadership and leads staff and the Legislative Review Committee to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

At the direction of the General Manager, manages and coordinates the District's state and federal legislative lobbying functions; the District's state and federal legislative and intergovernmental programs, activities and affairs; interacts with other agency lobbyists and state and federal legislators to obtain support for state and federal legislative initiatives on matters of concern to the District; identifies, tracks and comments on potential state and federal legislation on which the District may want to take a position.

Provides direct support and coordinates District staff support to the District's Metropolitan Water District Representative.

At the direction of the General Manager, participates in providing executive staff support and assistance to Board members in evaluating the political aspects of existing and future District projects; keeps Board members and District management apprised of all relevant issues of concern. Coordinates and interacts with District managers to ensure that governance needs are being met; prepares special studies, analyses, and reports as required at the request of the General Manager; represents the District's Executive offices in meetings and public forums.

Represents the District in inter-agency, industry associations, community and professional meetings, i.e., ACWA, etc.

Performs related duties and responsibilities as assigned

BALDRIGE RELATED DUTIES

Applies Malcolm Baldrige principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the department and division.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles, practices, and methods of administrative, organizational, economic, and procedural analysis; operations, policies, procedures, and practices of the state legislature and Congress as they relate to the introduction and consideration of bills by the legislative houses and their committees; principles and practices of public administration, including budgeting, purchasing and maintenance of public records; District functions and operations and associated intergovernmental and management issues; federal, state, and local laws, regulations, and court decisions governing the administration of a public utility in the State of California; organization and functions of a public board; basic functions and operating practices of EMWD; principles and practices of effective management and supervision; the District's personnel policies and labor contract provisions; office and records management practices and procedures; principles and practices of sound business communication; principles and practices of effective management and supervision; organization and functions of a public board.

Ability to:

Represent the District effectively before legislative bodies and in meetings and negotiations with legislators and representatives of other agencies; exercise sound, expert political acumen; evaluate proposed legislation and make sound recommendations for improvement; coordinate multiple, complex projects and meet critical deadlines; develop and implement appropriate procedures and controls; prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District executives, managers, and board members, other governmental officials, state legislators, other lobbyists, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations; analyze and make sound recommendations on complex management and administrative issues; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Baldrige Based Knowledge and Abilities

Knowledge of:

The Core Values, Concepts, and Framework of the Malcolm Baldrige National Quality Criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven Baldrige Categories and the Core Values as building blocks for department operations; define and explain key processes and business requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards; ensure work unit goals and objectives are aligned with the department; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in public or business administration, or a closely related field; and at least five years of progressively responsible intergovernmental support experience, at least one of which was in a program management capacity; or an equivalent combination of training and experience. Experience in management or supervisory position in a public utility setting is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; stand and walk; talk or hear, in person, in meetings and by telephone; and use hands to finger, handle, feel or operate standard office equipment.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District executives and managers, District board members, other governmental agencies, state legislators, other lobbyists, employees, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.

FLSA DETERMINATION: Meets administrative/executive exemption from overtime.