



GOVERNMENT AFFAIRS MANAGER

Job Status: Exempt
Date Adopted: 05-13-2025
Date Modified: 05-13-2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the Assistant General Manager (AGM), the Government Affairs Manager develops, recommends and implements the legislative priorities for the District, ensuring the District is proactive and informed of pending legislation and provide a comprehensive and timely analysis of pertinent legislation; establishes, strengthens, and maintains strategic relationships with local, state and federal elected officials; serves as a liaison between the District and state, federal and local decisionmakers, and funding agency representatives; coordinates grant activities with other departments, member agencies, State and Federal agencies to seek, plan, and submit grant applications.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant General Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develops and delivers recommendations to the Executive Staff and the Board of Directors for legislative policy principles to further the strategic priorities of the District.
2. Review, recommend position, monitor, analyze and comment on proposed state and federal legislation and regulatory changes that may affect the District. Included in this is the preparation of legislative summaries, position papers and policy principles on legislation and regulations.
3. Serves as the legislative liaison for the District by cultivating strategic relationships with local, state, and federal elected officials; plans, organizes and attends regular meetings with local, state, and federal elected officials to keep them apprised of District activities; garners support for and solicits feedback on the District's initiatives; routinely travels to advocate for District initiatives; and testifies on proposed legislation and regulations affecting the District.
4. Coordinates in the grant identification process; research funding opportunities coordinates with other departments, member agencies, state and federal agencies, and consultants to seek, plan and submit grant/loan applications.

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5. Oversee the tracking, reporting, payment reimbursement and compliance requirements related to awarded grants/loans.
6. Serves as a liaison and represents the District at meetings with community, industry, and advocacy groups. Arrange and attend meetings with legislators and their staff.
7. Support Executive Staff and the Board of Directors with talking points, PowerPoint presentations, correspondence, and report preparation.
8. Prepare various correspondence, letters and memoranda in response to customer, stakeholder and legislator inquiries.
9. Prepare and manage contracts for consultants and vendors.
10. Prepare and present a variety of reports for oral and written presentations.
11. Perform related duties and responsibilities as required.
12. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
13. Regular attendance at the work site.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles and practices of public policy development, legislative process and intergovernmental relations.
Principles and practices of program development and administration.
Principles of crisis communications.
Policies, procedures and practices of the state legislature and Congress as they relate to District interests.
Principles and practices of developing, composing, and disseminating legislative proposals and summaries, position papers, policy principles, and related materials.
Knowledge of other governmental agencies, their duties and relationships to the District.
Public speaking techniques.
Principles and practices of grant funding and accounting.
Principles of modern water-use efficiency practices and regulations.
Principles and practices of leadership and management, including effective team interactions.
Methods and techniques for creating effective media and public relations materials, including news releases, public service announcements, fact sheets, brochures and other collateral material.
Industry trends and news agency practices as they apply to the development and carrying out of public information programs.
Principles and practices of administration including budgeting, purchasing, maintenance of public records, and the preparation of staff performance appraisals.
Modern office procedures, methods and equipment including computers.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State, and local laws, codes and regulations.

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Ability to:

- Represent the District on legislative matters and garner support for District initiatives by effectively communicating and advocating for the District interest.
- Research, analyze, interpret and explain complex laws and regulations.
- Oversee and direct administrative operations, services and activities.
- Develop and administer, district goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Respond to requests and inquiries from the public.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with government agencies and legislative representatives, elected officials, industry representatives, District customers, the public, and District employees.
- Represent the District, including its programs and policies, with the public, other agencies, statewide organizations, the media, elected officials and stakeholders.
- Evaluate the work of staff and consultants to achieve the District's goals.
- Give presentations and act as a liaison with governmental agencies, industry associations, businesses, civic groups, community associations, and media representatives.
- Represents the District at meetings, conferences and seminars.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

REQUIRED QUALIFICATIONS

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

Job Title	Government Affairs Manager
Experience	<ul style="list-style-type: none"> • Seven (7) years of professional experience in the coordination of government and public affairs, state and federal legislation, support of elected officials, policy programs that support executive management and elected officials in a government or public utility setting, two (2) years of which must be supervisory level experience.
Education/Training	<ul style="list-style-type: none"> • Possession of a Bachelor's Degree in Public Relations, Public Affairs, Journalism, Communication, Public/Business Administration, or a related field.
Desirable Degree/ License/Certification	<ul style="list-style-type: none"> • Master's Degree in Public Relations, Public Affairs, Journalism, Communication, Public/Business Administration, or a related field.
DMV Class	<ul style="list-style-type: none"> • Possession of a valid Class C California driver's license and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. 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 and public.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands and fingers repetitively to operate, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental:

While performing the duties of this class, the employee is 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 and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

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 normal audio range with or without correction.