



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Director of Policy and Governmental Affairs
------------------	---

### **GENERAL PURPOSE**

Under policy direction manages the functions and services of the Policy and Governmental Affairs division responsible for working with the General Manager and management to strategize, develop, advance and implement EMWD's legislative, policy and communication efforts; managing lobbyist contracts for EMWD; developing strong working relationships and building coalitions with governmental agencies and associations; advocating EMWD's policy positions to key stakeholders and elected officials and their staff at the federal, state, and local levels; serving as a liaison between District headquarters staff and legislative representatives; coordinating with the General Manager and EMWD's Metropolitan Water District (MWD) board representative on key MWD policies, programs and legislative initiatives; planning and effectively managing budgets and contracts, and staff for legislative efforts.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director classification responsible for planning and developing strategy, approach, and messaging to advocate on EMWD's behalf; meet with state, local and federal decision-makers as needed to represent EMWD's position; and build and foster relationships. Incumbents serve as a professional-level resource for executive management. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering EMWD goals within general policy guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the General Manager in collaboration with the Director of Strategic Communications and Public Affairs. Exercises direct supervision over assigned professional staff and contracts associated with governmental and policy advocacy.

### **TYPICAL 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.*

- Collaborates with the Director of Strategic Communications and Public Affairs on the status, planning and coordination of department projects, and assists the executive management team in promoting the vision, mission, guiding principles and strategic objectives of EMWD.
- Assists in activities, such as writing, editing and compiling information, including memos, presentation decks, biographies, talking points for executive management and other material used for government outreach.
- Represents EMWD in industry associations, and associations' federal affairs committees.
- Brings problems and solutions to the attention of executive management. Develop and prepare appropriate messages and materials for making the case to decision- makers. Build relationships with key stakeholders in the regional, state, and federal levels.
- Provides support to the Public and Governmental Affairs Department.
- Manages contracts and vendor relationships and prepares specifications and contract documents; writes, reviews, and edits RFPs for legislative affairs related services.
- Facilitates or attends meetings with federal or state legislators, and other elected officials and strategic partners.
- Formulates communication strategies for addressing community and agency concerns; provides strategic planning for executives and/or other departments EMWD programs, projects, and initiatives.
- Serves as on-going liaison and represents EMWD with designated governmental agencies and other industry, professional, business, ratepayer and community groups and organizations.
- Coordinates with other departments and organizations regarding information and presentations on pertinent topics, legislation, policy and regulations, and EMWD programs and projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with EMWD's Strategic and Operational Plans.
- Broadens public and industry awareness of EMWD and support for EMWD's key issues and objects by identifying target audiences and cultivating strategic alliances and unique audiences and proposing targeted outreach efforts. Formulates related strategies.

Eastern Municipal Water District

Job Title: XXXX

Last Update: XXX

- Reviews and evaluates MWD policies, programs and legislative initiatives in coordination with the General Manager and acts as an on-going liaison to MWD and support staff for EMWD's representative to the MWD Board of Directors.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

## REQUIRED QUALIFICATIONS

Knowledge of:

Continuous Improvement Knowledge:

Ability to:

Continuous Improvement Abilities:

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

Education:

Licenses/Certifications:

## PHYSICAL DEMANDS

*The physical 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.*

Eastern Municipal Water District

Job Title: XXXX

Last Update: XXX

### **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 in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District

Job Title: XXXX

Last Update: XXX

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 20, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Director of Public and Governmental Affairs. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_