



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.

Job title	Public and Governmental Affairs Specialist I/II (Confidential)
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GENERAL PURPOSE

Under general supervision performs routine to complex responsibilities related to sensitive, and confidential administrative and secretarial support to executives and directors, customers and other stakeholders, District and community events, and administrative functions within the Public and Governmental Affairs Department while serving as liaison with external and internal groups; and performs related duties as assigned. Positions may be assigned to different programs within the department (i.e. education, interagency, customer sector focus- bilingual). Provide support to the Director of Public Affairs and the Legislative group.

DISTINGUISHING CHARACTERISTICS

Public and Governmental Affairs Specialist I:

This is the entry-level classification in the Public and Governmental Affairs Specialist series. Initially under close supervision, incumbents learn and perform routine tasks. This position must be familiar with performing routine duties in the coordination of customer and other stakeholder communication, events, outreach and legislative programs, as well as administrative functions including management of stakeholder and legislative databases.

Positions at this level usually perform most of the duties required of the positions at the Public Affairs and Governmental Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Public Affairs Specialist II:

This is the fully qualified journey-level classification in the Public and Governmental Affairs Specialist series responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

A confidential employee is an employee who is required to develop or present management positions on collective bargaining, or whose duties normally require access to confidential information.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned executive or department director while exercising independent judgment within established systems and procedures. Exercises no direct supervision over staff. May exercise day to day work direction and guidance to lower level staff, interns and contractors.

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.

- Provides confidential secretarial and administrative support to District executives and directors, including processing letters, presentations and other items requiring Board or General Manager approval; ensures the efficient and effective administration of the office to which the position is assigned.
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.
- Plans, organizes, coordinates and administers assigned District-wide legislative, outreach, education and awareness programs; markets and develops interest in available programs and materials using a variety of techniques.
- Coordinates and tracks all aspects of established programs, including finalizing agreements and lobbying reports for signature, procurement, file maintenance, promotional and educational materials, and survey distribution and compilation.
- Represents the District at public and governmental relations functions as assigned; works collaboratively with partnering stakeholders to implement programs on and off-site; coordinates and hosts promotional booths; coordinates and/or assists with trade show display set-up and break-down; and leads tours for the public as needed.
- Assists with and/or develops customer engagement and outreach collateral, news releases, media clips, legislative initiatives and related communication materials – created and executed by both staff and consultants.
- Provides support to other public agencies related to District programs, and coordinates interagency meetings as-needed.
- Assists with or coordinates employee travel arrangements and related reimbursements, District special events, tours and related functions; organizes and facilitates public meetings, and develops exhibits promoting District programs, initiatives and campaigns.
- Provides contributions as needed, to the District website, intranet and social media functions.
- Maintains and reviews department documents and databases to ensure accurate information, examines supporting documentation to establish proper

- authorization and conformance with District policies, agreements, contracts and state and federal requirements.
- Recommends and implements changes in Public and Governmental Affairs Department systems and procedures.
- Prepares, researches, compiles and analyzes data for various reports, including legislative reports, department budget, and special projects.
- Adheres to office procedures including record management policies and procedures, ensuring compliance with the District's record retention policy.
- Maintains statistics and prepares report(s) of programs and accomplishments.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Public Affairs Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Legislative affairs, public affairs, public relations and/or marketing practices.
- Principles, methods and practices applied in design and editing of letters, presentations and collateral materials.
- Principles, methods and techniques of graphic design, layout and print production.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with elected officials, the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist with the preparation of briefings, legislative memos, testimony and correspondence for those who might have roles within the legislative or public policy process.
- Provide technical and advisory support in key functions of the Public Affairs and Legislative affairs.
- Prepare a variety of routine to complex statements, reports, and analyses.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize exceptional customer service and communication skills both orally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.

- Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines
- Self-starter, resourceful and able to work independently with minimal supervision.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Perform work under changing, intensive deadlines on multiple concurrent tasks.
- Create effective graphic designs and creative approaches for use in legislative education efforts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Follow and apply oral and written work instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Provide guidance and training to others.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Public and Governmental Affairs Specialist I:

- One year of administrative background, preferably in public affairs, public relations, community engagement, legislative duties, or related responsibilities.

Public and Governmental Affairs Specialist II:

- Three (3) years of administrative background, preferably in public affairs relations, community engagement, legislative duties, or related responsibilities.

Education:

Public and Governmental Affairs Specialist I: Specialist I:

- Equivalent to a high school diploma; units toward AA or BA degree coursework in education, communications, or a closely related field.

Public and Governmental Affairs Specialist II:

- Possession of a BA degree in education, communication, or related field highly desired.

Licenses/Certifications:

- A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.
- Experience with a public agency desirable.

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.

Must possess mobility to work in a standard office and/or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a District vehicle and travel to various sites; and hearing and speech to communicate in person and over the telephone. While this is primarily an office and/or classroom classification which requires standing and walking between work areas, some assignments include frequent field trips which require the employee to stand, walk and climb stairs for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

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 primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. On occasion, employees will work outdoors and are exposed to moderate to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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: Public and Governmental Affairs Specialist
Last Update: February 2020

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

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>February 2020</i>
IBEW Reviewed:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Education Specialist. 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: _____