

JOB DESCRIPTION
Senior Legislative Program Manager
Code Number: 12017

GENERAL PURPOSE

Under direction, provides technical supervision and performs complex professional and project management related activities, reviews, analyzes, monitors and comments on proposed federal and state legislation that may impact the District; proposes concepts for District sponsored legislation, identifies and recommends revisions to legislation to eliminate adverse consequences to the District; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Legislative Program Manager is the advanced journey level class in the professional Legislative Analyst series. This class acts as the lead analyst within the division providing guidance, training and supervision to professional and technical staff. Incumbents perform the more complex and difficult duties and oversee significant projects linked to department and District strategic plans.

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 the class.

Provides day-to-day leadership and works with staff 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 standards of excellence; serves as project manager for District related strategic plan initiative pertaining to federal and state legislation.

Leads and participates in staff reviews and responses to proposed legislation; leads and assists with meetings of the District Legislative Action Team; drafts legislative summaries, position papers, policy principles, correspondence and testimony; proposes revisions to legislation and regulation consistent with the District's interests; proposes concepts for District sponsored legislation; provides testimony on behalf of the District; recommends District positions on legislation and action to achieve desired legislative results.

Coordinates and interacts with District staff, other agencies, and elected officials regarding

legislation; arranges meetings with legislators of all levels and their staff; develops the District's legislative platform and strategy for Board consideration annually; contributes to the overall effectiveness of EMWD's inter-governmental relations; represents the District's interest in multiple forums.

Participates on a variety of professional and industry specific committees involved in legislative and intergovernmental affairs; attends meetings and conferences to stay abreast of all current, proposed and anticipated legislation which could affect District programs and financial operations; assists the District Board of Directors with legislative issues as required.

The Senior Legislative Program Manager may act on behalf of the Department's manager in the manager's absence.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

The legislative process, its steps and influence points; principles and practices of legislative analyses; District water quality and water/wastewater operations, practices and procedures; applicable federal, state and regional environmental laws, regulations and court decisions and their impacts on District operations; principles and practices of sound business communications.

Ability to:

Research, analyze, interpret, explain and make recommendations on environmental, legislative and inter-governmental issues; identify problems, evaluate alternatives and develop sound recommendations in areas of assigned responsibility; prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials; communicate effectively orally and in writing; make sound independent judgments within established guidelines; mentor others; represent the District effectively with industry and professional groups and before public bodies; establish and maintain effective working relationships with District managers, board members, legislators and their staff, officials of other governmental agencies, professional and community organizations and others encountered in the course of work.

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, political science, environmental or earth sciences, engineering or a closely

related field and three years of increasingly responsible experience in program analysis or environmental/regulatory compliance programs; or an equivalent combination of training and experience. Experience in water and wastewater compliance in a public utility is desirable.

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; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand.

Specific vision abilities required by this job include close 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 data, information and learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District staff and other organizations.

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 executive exemption from overtime.