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	Senior Legislative Program Manager

GENERAL PURPOSE

Under general direction, supervises, provides technical supervision and performs complex professional and project management activities related to the District's legislative affairs; 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

This class is distinguished from the lower class of Legislative Analyst II in that it is a full first line supervisor. This is a professional classification responsible for program and project management related to planning, organizing, reviewing, and evaluating proposed federal and state legislation. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include overseeing the day-to-day operations of the District's legislative program, and perform outreach to local elected officials, legislative offices and community members on policy related activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Policy and Governmental Affairs Advisor. Exercises direct supervision over technical, and or professional staff.

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.

- Supervises, plans, and coordinates the work of lower-level staff; directs, assigns, monitors, and reviews work activities; determines work priorities; oversees quantity and quality of work performed and ensures adherence to established policies and procedures.

- Leads and 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 the District's Strategic and Operational Plans; drafts legislative summaries, position papers, policy principles, correspondence and testimony; proposes revisions to legislation.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Serves as project manager for District related strategic plan initiatives pertaining to federal and state legislation; tracks and monitors legislation and leads and participates in staff reviews and responses to proposed legislation.
- Consults with district experts and recommends a position for legislation; communicates position to members of the Legislature, associations, and other stakeholders.
- Develops outreach materials including letters, position papers, advocacy documents, PowerPoints, and other documents describing the policy issue, concerns, and potential impacts of proposed legislation.
- Conducts an annual legislative advocacy day for the District; prepares materials, coordinates legislative visit meetings with the assistance of the District's lobbyist, and effectively communicates the District's priority issues to the members of the Legislature and their staff.
- Participates on local and regional boards, including the Western Riverside Council of Governments Technical Advisory Committee, Riverside County Water Task Force, and provides input and updates on District issues.
- Participates on statewide associations and legislative review committees to effectively advocate on behalf of the District on issues of mutual interest and concern; participates on working group and other technical research opportunities; participates on the Interagency Legislative Discussion Group and the Riverside County Water Task Force to pursue regional collaboration and consensus building.
- Develops ideas for legislation for the District to sponsor, researches the obstacles and opportunities associated with the bill sponsorship, pursues an author and co-sponsors, develops advocacy materials to support the District's position; develops testimony for the General Manager/Board of Directors for policy committee meetings, testifies as an alternate to the General Manager/Members of the Board, and pursues the bill through the legislative process; assists the District Board of Directors with legislative issues.

- Coordinates the bi-monthly Riverside County Speaker Series meetings which includes coordinating with partner agencies/water districts, inviting speakers, advertising the event, tracking participants; serves as on-site point of contact the day of the event for speakers, moderators, and other event staff.
- Coordinates the Legislative Action Team, assigns bills for review by experts, discusses position recommendations, runs LAT meetings, and develops follow-up materials after the meetings.
- Manages public policy interns from the University California at Riverside School (UCR) of Public Policy, Western Riverside Council of Governments fellows, and other interns; serves as the point of contact for the college; participates in events and meetings with building trade associations and keeps them appraised of District activities.
- Serves as liaison between the District and the County Board of Supervisors and executive staff; updates the District's Legislative Policy Principles and Legislative Priorities; presents policy documents to the Board of Directors and shares the District's Policy Principles and Priorities with interested stakeholders.
- May act on behalf of department head in the department head's absence.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- 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.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Legislative Program and the District.
- Prepare, administer and monitor a division/department budget.
- 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.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

- Five (5) years of increasingly responsible experience with at least two (2) year in lead capacity directing the work of others involving program analysis or legislative compliance programs; experience in water and wastewater compliance in a public utility is desirable.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, environmental or earth sciences, engineering or a related field.

Licenses/Certifications:

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

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 setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; extensive ground and air travel are required. 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 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.

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

Approved by:	*Board of Directors*
Date adopted:	*October 2, 2019*
Date modified:	
FLSA determination:	*Exempt*

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Legislative Program Manager. 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: _____