



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LEGISLATIVE SERVICES SECTION MANAGER

Group-Section: External Affairs Group - Legislative Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 068 Job #: SM003
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JOB SUMMARY

Responsible for assisting the General Manager and management to strategize and implement Metropolitan's legislative efforts. Areas of responsibility include direct advocacy of Metropolitan's positions to elected officials and their staff at the federal, state, and local levels; development of coalitions of support among business, community, education, and environmental stakeholders; district-wide review of federal and state legislation for their impact on Metropolitan; liaison between Metropolitan headquarters and legislative offices in Sacramento and Washington D.C; and promotion and protection of Metropolitan short- and long-term legislative, regulatory, and policy objectives.

OVERSIGHT

Supervision Received: Receives administrative direction from the Group Manager or Deputy General Manager External Affairs.

Supervision Given: Manages and supervises a staff of professionals.

JOB DUTIES

1. Directs the Legislative Outreach Program at the local level to ensure that Metropolitan's positions are communicated in a consistent, timely, and effective manner; identifies opportunities for management to present Metropolitan positions through meetings with key individuals; identifies opportunities to educate key individuals on water-related issues through educational forums, specialized inspection trips, and special briefings; and oversees the development of position papers on various topics.
2. Facilitates and coordinates communication between the government relations staff and Metropolitan's legislative representatives in Washington, D.C. and Sacramento to ensure consistency in approaches and strategies.
3. Assists executive management in the development and implementation of external programs, plans, and strategies to ensure that a consistent and coordinated message is presented to state, federal, and local elected officials.
4. Manages Metropolitan's internal legislative review process; identifies federal and state legislative measures of interest to Metropolitan and assigns staff throughout Metropolitan to analyze them; determines adequacy of staff analysis; and determines the legislative analysis needs of Washington, D.C. and Sacramento offices.

5. Manages activities involving Metropolitan's federal appropriations' review process; and oversees the analysis of the General Manager's budget and Metropolitan's response to the federal appropriations committees.
6. Organizes and coordinates ongoing meetings with Metropolitan's legislative reviewers and governmental relations staff from Metropolitan's member agencies and discusses implications of legislative proposals and impacts; and develops strategies for addressing proposals and recommendations for management's consideration.
7. Contributes to development and achievement of group business plan including forecasting needs, developing long- and short-term strategies, and reporting results; oversees the planning of work and utilization of resources; and recognizes problems and develops viable solutions.
8. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares performance evaluations; identifies employee development and training requirements; and resolves conflicts.
9. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; evaluates and approves bids for consultants and service contracts; establishes operating procedures for section and projects involving other units and sections; and prepares various reports.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Federal, state, and local government legislative processes; political process; current business and organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management and supervisory concepts and techniques; team building; and governmental and community relations.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for quality and validity; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; research and analyze legislation and evaluate its impact; develop position papers; communicate orally and in writing on administrative and technical topics; represent Metropolitan to regulatory agencies, public agencies, and elected officials; establish and maintain collaborative working relationships with all levels within the organization, other agencies, elected officials, and the public; use presentation and business applications; and prepare presentations for executive management, Board of Directors, and member agencies.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Knowledge of pertinent regulations and laws that impact Metropolitan objectives; awareness of current water issues at all levels of government; and understanding of California water history.
- Knowledge of Southern California water agencies including Metropolitan's member agencies; and active involvement in relevant community, business, or other associations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements