

UTILITY GOVERNMENT RELATIONS ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise the activities and operations of an assigned Electric or Environmental Utilities Department's governmental relations and legislative programs with Federal, State, regional and local entities through advocacy, coalition-building and public education; to research, analyze and coordinate advocacy efforts advancing a variety of utility specific activities including legislative services, regulatory engagement lobbying, grants, and development of policy and strategy, and to provide highly responsible technical support to utility managers.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the citywide Government Relations Administrator and reports directly to a higher level utility manager.

Exercises direct supervision over assigned professional and administrative personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Direct and supervise utility specific legislative and regulatory activities and strategy; recommend and implement goals and objectives; establish performance standards and methods for department government relations and legislative program activities and operations; develop and implement policies and procedures.

Track pertinent state and federal legislation and regulatory matters, specific to utility operations and activities, and monitor legislative and regulatory developments; recommend positions on key bills or regulatory matters; provide analyses and reports to utility management and Citywide Governmental Relations Administrator about federal, state and regional legislative and regulatory proposals, hearings, and activities and their impact on utility operations.

Plan, prioritize, assign, supervise and review the work of staff involved in tracking and responding to utility legislative and regulatory activities impacting departments operations and activities.

Establish and maintain effective working relationships with the City's state and federal delegations and staff and interest groups; direct contact with federal, state, and local elected officials and administrative agencies on legislation, state and regional issues, and regulatory matters; develop, plan and facilitate meetings between City officials, regional, state and national elected officials and organizations.

Assist with the oversight of contract lobbyists.

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Develop and coordinate lobbying strategies as they relate to utility operations; analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Assist department staff to influence federal and State executive, legislative and administrative agencies through written arguments and oral testimony; brief and prepare department staff to testify at meetings and hearings; make presentations at legislative and regulatory hearings.

Research and prepare state and federal grants applications for assigned utility; prepare and present periodic presentations for City staff regarding grant applications

Train department staff in State and federal legislative and budget processes.

Identify, establish, and maintain close working relationships with community-based and civic organizations, outside agencies and individuals engaged in government affairs to further the utilities' objectives.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditures.

Answer questions and provide information to the public regarding the City's utility legislative platforms and positions on key legislation, policy and regulatory matters.

Build and maintain positive working relationships with co-workers, other City employees, outside agencies and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of legislative and administrative processes, laws and regulations.

Principles and methods of effective advocacy and group process techniques.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of public administration including planning, organizing, staffing, leading and controlling.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

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Principles and practices of work safety.

Ability to:

Organize, implement and direct government relations and legislative program operations and activities for an assigned utility.

On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports; read and interpret complex laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Monitor federal and state legislative issues; inform staff of potential impact on existing and future city utility operations.

Interpret and explain pertinent program services, departmental, and City policies and procedures.

Develop and monitor an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work including subordinates, peers, senior management, elected officials, community groups and the general public.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Four (4) years of professional legislative, regulatory or government advocacy experience as it relates to the operations and activities of utilities or related industries, including issue management, public relations, public affairs, and public presentations.

AND

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Training:

A Bachelor's degree from an accredited college or university, preferably with major coursework in public administration, political science, planning, economics, communications, or history.

License or Certificate

Possession of a valid California driver's license by date of appointment.

06-22-19 Utility Government Relations Administrator

9-10-18 Department Government Relations Supervisor