

	Job Classification:	<b>Manager of External Affairs, Conservation and Grants I/II</b>
	Representation:	<b>Management and Confidential Unit</b>
	Wage Schedule Range:	<b>25 / 26</b>
	FLSA:	<b>Exempt</b>
	Effective Date:	<b>May 24, 2017</b>
	Revision Date:	<b>February 2018</b>

*Classification specifications, i.e. job descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

**Summary**

Under general direction, this classification is responsible to plan, organize, direct, implement, and review the following functions for the District:

1. Public outreach, education, and communications (“Function 1”);
2. State and federal legislative and regulatory affairs (“Function 2”);
3. Water use efficiency and conservation (“Function 3”); and
4. The pursuit, development, and administration of grants (“Function 4”).

This classification performs highly responsible and complex administrative support to the General Manager (for Functions 1 and 2) and the Manager of Water Resources (for Functions 3 and 4), which includes politically sensitive, confidential and complex issues and performs other duties as assigned. Requires judgment in the interpretation of rules, regulations, laws, and policies and applicable decision making.

For both levels of this series, each of the four job functions must be performed in close consultation with, and in support of, other staff of the District who have relevant subject matter responsibility and expertise, such as for example: Engineering staff with regard to all matters concerning capital projects; Operations staff with regard to any proposed legislation or regulations affecting operations; and Finance, Engineering, and Operations staff on the potential pursuit of any grant.

**Supervision Received and Exercised**

Direction is given by the General Manager (for Functions 1 and 2) and by the Manager of Water Resources (for Functions 3 and 4). May have lead responsibilities over multidisciplinary teams for a specific task or project.

**Distinguishing Characteristics**

Responsibilities at both levels of this series require independent judgment and professionalism, the ability to collaborate with staff throughout the organization to achieve the functions of the

position, and involve confidential and complex issues. Level II is distinguished by advanced comprehension of and proficiency in each of the four functions of this classification.

**Essential Duties** - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

**In the Function of Public Outreach, Education, and Communications:**

- Plan, coordinate, and implement proactive public outreach and education and community relations efforts promoting community awareness of the District's projects, programs, business, and mission; connecting customers to the work of the District.
- Work with District staff subject matter experts to develop and implement public outreach and communications efforts for District capital projects.
- Manage media relations, prepare press releases, opinion editorials, feature articles, public notices and related materials for media distribution.
- Generate and manage content posted on the District's website and social media accounts.
- Represent the District before various local, regional, state, and federal agencies, organizations, and associations with influence over or interest in the work of the District.
- Establish and cultivate positive relationships with other agencies, public officials, community leaders, and other stakeholders at the local, regional, state, and federal levels in furtherance of the interests of the District.
- Serve as the District's Public Information Officer, interfacing with the public, media, and other agencies and stakeholders to provide information on behalf of the District in furtherance of its mission, projects, coordination of emergency communications, and programs and the related work of staff across the District.
- Serve as the District's representative at meetings of the boards and committees of the: Tuolumne-Stanislaus (T-Stan) Integrated Regional Water Management (IRWM) group; Mokelumne Amador Calaveras (MAC) IRWM group; Upper Mokelumne River Watershed Authority (UMRWA); Calaveras-Amador Mokelumne River Association (CAMRA); the Mokelumne River Association (MRA); the County of Calaveras; and the Calaveras Local Agency Formation Commission (LAFCO), as needed.
- Represent the District in the processing and resolution of claims for compensation presented to the District by customers and other members of the public.

- Assist Customer Service and other District staff in working with customers, agencies, and other members of the public to resolve complex or challenging issues and complaints.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

*In the Function of State and Federal Legislative and Regulatory Advocacy:*

- Assist with the development of coordinated external communications, in furtherance of the District's goals and objectives involving local, state, and federal rules, regulations, laws, and policy.
- In close consultation with District staff with subject matter responsibility and expertise (such as, for example, Operations Department staff on drinking water regulations), identify and lead the analysis of proposed legislation, regulations, and other laws and policies, determining the potential impacts to the District.
- Develop written comments and proposed amendments to pending legislation, regulations, and other laws and policies in furtherance of the interests of the District.
- Serve as the District's liaison to elected and appointed officials and staff of local, state, and federal agencies and regulatory and legislative bodies on matters involving legislation and regulations and other law and policy.
- Regularly brief the District's Board of Directors on matters of governmental affairs with recommended positions for the District on pending legislation, regulations, and other government action.
- Oversee the administration of the Legal Affairs Committee of the District's Board of Directors, including the preparation of agendas, minutes, and agenda reports and the presentation of items to the Committee.
- Oversee the advocacy work of state or federal lobbyists under contract with the District.
- Serve as the District's representative to the Legal Affairs Committee of the Mountain Counties Water Resources Association.
- Serve as the alternate to the District's General Manager on the State Legislative Committee and Federal Affairs Committee of the Association of California Water Agencies (ACWA).
- Perform related duties as assigned or required for the ongoing operation of the District's business.

*In the Function of Water Use Efficiency and Conservation:*

- Plan, coordinate, and implement the District's water conservation, water use efficiency, and drought preparedness and response projects, programs, and other efforts.
- Work with Engineering and Operations staff to plan and implement advanced water metering infrastructure, including remote-sensing technologies.
- Oversee the development and implementation of the District's Water Shortage Contingency Plan.
- Oversee District regulatory compliance with any emergency and long-term conservation and water use efficiency requirements of the state, including ongoing reporting.

- As the subject matter expert, develop and submit written comments or oral testimony on behalf of the District on proposed regulatory actions associated with water conservation or water use efficiency requirements.
- Represent the District before legislative bodies, administrative agencies, commissions, and workgroups of the state and federal government on matters involving water use efficiency, conservation, and drought preparedness and response.
- Lead the District's efforts to obtain state and federal grant funding and other financial assistance for water conservation, water use efficiency, and drought preparedness and response projects and programs, including for example implementation of advanced metering technologies and other distribution system water efficiency upgrades.
- Work with Engineering and Operations staff to implement water loss prevention and control measures and projects in accordance with state requirements.
- Represent the District through Calaveras Conserves and other local and regional efforts involving water conservation, water use efficiency, and drought preparedness and response.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

*In the Function of Pursuit, Development, and Administration of Grants:*

- Coordinate the pursuit, development, acquisition, and administration of grants for the District and potential local project partners, from various state, federal, and non-governmental agencies, including but without limitation: USDA, FEMA, U.S. EPA, U.S. Bureau of Reclamation, U.S. Army Corps of Engineers, Cal-OES, the State Water Resources Control Board, California Department of Water Resources, California Water Commission, and the Sierra Nevada Conservancy.
- Serve as the District's liaison to staff of state and federal agencies administering the grants of the District as well as staff of local and regional entities such as T-Stan IRWM and MAC IRWM in contract with state and/or federal agencies for grants received by the District.
- Develop and submit written and oral comments on the development of grant solicitations and funding guidelines on behalf of the District.
- Lead responsibility for the identification, drafting, and ongoing administration of all grants of the District, including regular reporting to state and federal funding agencies throughout the lifecycle of each grant.
- Regularly report to the District's Board of Directors and its Finance Committee on the District's efforts to obtain and utilize state and federal grant funding to advance projects and programs of the District.
- Serve as the District's liaison to local and regional entities such as, for example, T-Stan IRWM and MAC IRWM in the development of projects and applications for state and federal funding.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

**Qualifications** - Any combination of training, education, and experience that would provide the required knowledge, skills and abilities is qualifying.

*Knowledge of:*

- Principles, practices and resources necessary to develop a program for effective public relations and communication activities, including conduct of media relations relative to public agencies.
- Pertinent local, regional, state and federal laws, rules, and regulations including legislative and regulatory processes.
- Grant writing, administration, and state and federal solicitation processes.
- State and federal agencies involved with the oversight of public utility operation, the management of water resources, the provision of public drinking water, and wastewater treatment/reclamation.
- Report preparation, including incorporating/editing information prepared by others.
- Communication techniques for providing a high level of customer service to public and District personnel in person, or via other methods such as correspondence, telephone, digital or other mediums.
- Principles and practices of public administration and organization, current social and political trends, operating concerns of the District, goal setting, policy implementation and program and procedure development.
- Water and wastewater treatment/reclamation and water resources development principles and practices.
- Computer applications related to the work, including word processing, database and spreadsheet applications, presentation tools, and familiarity with Web-based applications, social media and mobile applications.
- Business arithmetic and analytical statistical techniques.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

*Ability to:*

- Understand broad policy objectives.
- Maintain humor and convey a professional demeanor which instills a sense of confidence and purposefulness for a team.
- Deal tactfully with public officials and staff and members of the public in providing information, answering questions, and explaining District goals and objectives, projects, programs, policies and procedures in a professional, clearly understandable, and respectful manner.
- Respond to and effectively prioritize multiple phone calls and other requests and interruptions.

- Interpret and apply complex rules, regulations, laws, and ordinances.
- Write effective informational and persuasive materials for a variety of media, the public, state and federal officials and staff, and legislative and regulatory bodies.
- Successfully develop, control and manage departmental budget and expenditures.
- Develop, analyze, and administer grant proposals, grants, and budgets.
- Contribute to annual budget planning related to the District's Capital Improvement Program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain a high level of confidentiality with discretionary knowledge.
- Operate a computer with a high level of proficiency for the effective operation of the Department including word processing, database, spreadsheet, presentation, e-mail, internet, and an integrated accounting software.
- Speak publicly before a variety of groups, associations, organizations, and legislative and regulatory bodies in an effective manner, both formally and extemporaneously.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- Develop rapport and positive relationships with officials and staff of other agencies and other stakeholders.

### **Education and Experience**

Both Levels I and II:

- Bachelor's degree in Public Relations, Communications, Journalism, Political Science, Business or Public Administration, Water Conservation/Use Efficiency, Environmental Studies, or closely related field from an accredited four-year college or university.
- A minimum of five (5) years of increasingly responsible public relations work involving regular contact with elected/public officials and media representatives.
- A minimum of three (3) years of increasingly responsible water use efficiency and/or water conservation program management experience.
- Prior government or public agency experience preferred.

Level II:

- A minimum of two (2) years of increasingly responsible grant solicitation, writing, and administration experience.
- A minimum of two (2) years of increasingly responsible government affairs experience, including legislative and regulatory processes at the state and federal levels.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

### **Additional Requirements**

- 18 years of age.
- Valid California Driver's License issued by the California Department of Motor Vehicles
- Eligible to work in the United States.