



## GOVERNMENT AND REGIONAL AFFAIRS COORDINATOR

Department	Communications & Conservation	FLSA Status	Exempt
Section	Outreach & Education	Bargaining Unit	CWDEA
Reports To	Director of Communications & Conservation	SRN	A44
Job #	40246	EEO Job Category	2 – Professionals
Supervises	Not Applicable		

### JOB SUMMARY:

Under general direction, works collaboratively with District management and lobbyists to communicate District position and concerns by maintaining liaison with elected representatives, community leaders and their staff. Monitor and analyze developing legislation for impacts to District activities. Assists in development and implementation of public information programs to keep the public and employees informed regarding District activities, accomplishments, or points of view; and performs related work as required.

### ESSENTIAL FUNCTIONS:

1. Creates and maintains a legislative platform based on the District's priorities
2. Monitors legislation and provides relevant, timely analysis to District leadership; supports project managers and subject matter experts in making recommendations of support, opposition, or watch based on thorough analysis and understanding.
3. Writes letters of support or opposition, as needed; provides relevant written or verbal feedback to legislators and staff; travels to Sacramento to provide testimony before legislative committees, as needed
4. Coordinates the District's legislative efforts with state and federal lobbyists.
5. Establish and maintain effective relationships with legislators and staff, as well as representatives from other governmental agencies and stakeholder groups; educates legislators, staff, and others on the District's interests and needs
6. Provides professional representation of the District at meetings with other governmental agencies, stakeholder groups and various business, water industry and legislative organizations. Actively participates in a variety of relevant committees devoted to legislative and intergovernmental affairs.
7. Attends Board of Directors meetings and provides regular legislative updates, as scheduled. Attends various industry meetings and conferences to stay abreast of current, proposed and anticipated legislation and other relevant information.
8. Promotes the understanding of water-related matters to the District's various audiences, ranging from its employees to community leaders and customers, through presentations to community groups, attendance at public events, tours, event participation, and creation of informational materials, such as newsletters, brochures, fliers and the District's social media platforms.
9. Researches, writes and distributes fact sheets, news releases, media packets and other informational materials; responds to media inquiries in a timely manner, as directed.
10. Recommends policy and procedures required to advance District public outreach and education efforts.

Job Title	Government And Regional Affairs Coordinator	Adopted	September 2018
Job Code	40246	Reviewed/Revised	March 2021
Bargaining Unit Approved	CVWDEA	Supersedes	Not applicable



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11. Plans, develops, implements and leads special projects as required.

### MINIMUM QUALIFICATIONS:

**Education:** A bachelor’s degree in political science, public administration, mass communication, journalism or related field from an accredited college or university. An advanced degree (MS or PhD) in these fields is desirable.

**Experience:** Five years of increasingly responsible experience providing the required knowledge and abilities required of the Government and Regional Affairs Coordinator. Highly desirable qualifications include:

- Experience as a field representative or other staff support for an elected official;
- Development and coordination of public affairs or community outreach programs for a public agency; and/or
- Experience in some legislative capacity with drafting, monitoring and/or analyzing legislation.

### Knowledge of:

- Legislative process and activity, specifically in California.
- Applicable federal, state and local water laws, regulations and legislation.
- Principles and practices of public affairs, public relations and marketing.
- Federal, State and/or Local policy makers and their roles.
- Agriculture and environmental water interests.
- Public Agency (especially water agency) interests and needs.
- Preparing and editing publications.
- English grammar, spelling and vocabulary.
- Principles and practices of public speaking.
- Desktop publishing and graphics programs.

### Abilities:

- Monitors and analyzes proposed and passed legislation, legislative reports and other complex documents; analyzes for any potential impacts to the District; communicates concerns and makes sound recommendations.
- Effectively communicates with, and acts as the District representative in contacts with, governmental agencies, community groups and various business, water industry and legislative organizations.
- Establishes and maintains effective relationships with legislators and staff, as well as representatives from other governmental agencies, industry representatives and stakeholder groups.

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- Accurately researches, interprets, and organizes District-related facts, procedures, and polices to other agencies, media and public; presents material utilizing effective communication skills both verbally and in writing.
- Performs work on multiple concurrent tasks under changing deadlines; be able to prioritize tasks and use initiative and sound judgement to work independently with minimum supervision.
- Writes clear and concise copy that requires little to no editing.
- Utilizes exceptional customer service skills with individuals and groups seeking information about District activities and functions.
- Establishes and maintains effective working relationships with internal and external resources.

### CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Ability to maintain insurance under the District’s Vehicle Insurance Policy.

### PHYSICAL REQUIREMENTS:

1. Light driving.
2. See Human Resources for Physical Assessment Form.

Read and Acknowledged: \_\_\_\_\_

Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

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Employee Name (Printed)

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