



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

# SENIOR GOVERNMENT AFFAIRS REPRESENTATIVE

**SALARY RANGE 22: \$123,656 - \$181,137 ANNUALLY**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MARCH 15, 2023**

*As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).*

Under direction of the Manager of External Affairs, plans, performs legislative advocacy for the District; reviews, analyzes, monitors and comments on proposed federal, state and local legislation that may impact the District; provides detailed analyses and recommendations on a variety of legislative, intergovernmental affairs and regulatory issues that impact District operations and policies; identifies and recommends revisions to legislation to eliminate adverse consequences to the District; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Senior Government Affairs Representative is an advanced journey-level class in the professional external affairs job family. An incumbent independently performs highly responsible, sensitive and complex analysis, representation and advocacy in support of the District's legislative, intergovernmental affairs and regulatory analysis programs and activities. An incumbent must exercise sound independent judgment and seasoned political acumen in developing legislative and intergovernmental affairs strategies, proposals, sound recommendations and implementation plans based on analyses.

Senior Government Affairs Representative is distinguished from Senior Public Affairs Representative in that an incumbent in the former class is responsible for providing intergovernmental and legislative strategy, analysis and advocacy on matters of significant impact on District programs, operations and policies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews, tracks, monitors, analyzes and interprets proposed legislation and administrative actions on matters related to District programs, operations, policies, financing and other relevant issues, including water supply availability and water quality, which may have an impact on District strategic water policy goals and objectives; analyzes and recommends District positions on proposed legislation and regulations and recommends revisions to legislative policy guidelines; develops and recommends District policy positions on legislation to achieve desired legislative results and that will lead to achievement of District goals and objectives; drafts legislative summaries, reports and position papers articulating potential impacts of legislation on the District, stakeholders and other entities for management and Board review; proposes revisions to legislation consistent with District interests; develops strategies to influence legislation impacting the District; facilitates and coordinates communication between District staff and advocates at the state and federal level to ensure consistency in approaches and strategies; coordinates and directs activities for the dissemination of information and materials pertaining to new and/or revised water-related legislation; administers the District's lobbyist and government affairs advocacy contracts.
- Coordinates and implements District Governmental Affairs programs; oversees and participates in District government relations activities and takes proactive steps to build positive and mutually beneficial working relationships with key business, civic and community leaders to increase understanding of District projects and programs; develops contacts and maintains liaison with key staff of elected officials and business and civic leaders to establish mutually beneficial working relationships; briefs legislators and officials on key District programs and projects; coordinates and provides presentations and briefing tours for elected officials; develops statements and talking points for management and staff appearing before legislative of elected Boards; responds to requests for information; ensures the District's position on proposed legislation is communicated to key opinion leaders in a timely and effective manner; serves as on-going liaison and represents the District with designated governmental agencies, industry groups, professionals and community groups and other organizations as assigned; works with District management in the development of programs, plans, strategies and solutions to resolve government relations issues and problems ensure effective planning for accomplishment of organizational objectives and ensure compliance with all applicable policies, rules, regulations and laws.
- Attends and represents the District at various meetings and other events; answers questions and provides information on District programs and projects; speaks before meetings of professionals and community organizations, government agencies, chambers, City Councils and service organizations regarding water-related legislation, issues and programs to enhance District standing in the community and acceptance of District positions

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA - ADMINISTRATION DEPARTMENT

4040 Paramount Boulevard, Lakewood, California 90712

For questions about this recruitment please call (562) 921-5521| [www.wrd.org](http://www.wrd.org)



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on water-related matters; monitors City Council agendas for relevant items and attends meetings as necessary; develops and maintains relationships with the business community to increase awareness of groundwater benefits and issues.

- Works with staff to formulate methods and approaches for addressing community and public agency concerns and ensures concerns, needs and requests are responded to and resolved if possible.
- Provides support to the Technical Group in the areas of construction mitigation and public outreach and notification during District capital improvement construction; notifies community residents, businesses, elected officials and other stakeholders of construction activities; participates in the development of mitigation activities and collateral specific to affected communities.
- Plans, coordinates and implements District events; organizes annual federal and state legislative seminars; prepares materials, documents and key messages and talking points; provides support and staffing for District-designated chamber events.
- Participates on a variety of professional and industry committees involved in legislative and intergovernmental affairs; attends meetings and conferences to stay abreast of all proposed and anticipated rules and regulations regarding water-related issues.

**MINIMUM QUALIFICATIONS TO APPLY:** Graduation from an accredited college or university with a major in public or business administration, political science, public policy or a closely related field; and six years of progressively responsible experience in legislative analysis or intergovernmental affairs; or an equivalent combination of training and experience. Experience in a public water utility is highly desirable.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Possession of a California Driver's License and auto insurance.

**APPLICATION AND SELECTION PROCESS:** APPLICATION AND SELECTION PROCESS: The first review of applications is **March 15, 2023**. To be considered for this opportunity please submit (1) a District application available at [www.wrd.org](http://www.wrd.org), (2) cover letter highlighting your applicable experience and (3) resume to [careers@wrd.org](mailto:careers@wrd.org) by the first review date. **INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, provide proof of COVID19 vaccination, pass a background check, a physical, and a toxicology screening. The District is an Equal Opportunity Employer.