

UTILITY GOVERNMENT RELATIONS SUPERVISOR

(CURRENT FORMAL JOB TITLE: DEPARTMENT GOVERNMENT RELATIONS ADMINISTRATOR)

SALARY: \$7,762 to \$10,402 monthly (26 pay periods annually)

FINAL FILING DATE: Open Until Filled. **First cut-off is October 5, 2018.**

Following the first cut-off date, resumes/applications will be screened according to the qualifications outlined below. The most qualified candidates will be invited to interviews.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Utility Government Relations Supervisor (current formal title: Department Government Relations Administrator) in the Electric and Environmental Utilities Departments. The normal work schedule is Monday through Friday, 8 –5 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the citywide Government Relations Administrator and reports directly to a higher level department 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 department 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 department operations and activities, and monitor legislative and regulatory developments; recommend positions on key bills or regulatory matters; provide analyses and reports to department management and Citywide Governmental Relations Administrator about federal, state and regional legislative and regulatory proposals, hearings, and activities and their impact on department operations.
- Plan, prioritize, assign, supervise and review the work of staff involved in tracking and responding to 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.
- Develop and coordinate grassroots lobbying strategies as they relate to department 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 department; 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 and individuals engaged in government affairs to further the department's 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 legislative platform and positions on key legislation, policy and regulatory matters.
- Build and maintain positive working relationships with co-workers, other City employees, 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 regulation.
- 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.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct government relations and legislative program operations and activities for an assigned department.
- 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 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 local government advocacy experience as it relates to the operations and activities of the assigned department, including issue management, public relations, public affairs, and public presentations.

AND

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.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 Yes
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of publicly owned utility related legislative and/or regulatory advocacy experience do you have?
 Less than 1 year
 1-3 Years
 3-5 Years
 5+ Years
4. Briefly describe your experience working in any of the following policy areas. Include any experience in advocacy, legislative, and regulatory venues. Highlight any experience with municipal or other publicly owned utilities.
 - Wastewater
 - Recycled Water
 - Drinking Water
 - Energy
5. What are the top three policy challenges or opportunities that you anticipate for municipal utilities in California within the next 5 years for the area(s) you discussed in Question 4?
6. Other than those listed in Question 4, discuss any additional policy areas and venues (advocacy, legislative, regulatory, local, state, federal) where you have experience and / or interest?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and

selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.