



CLASSIFICATION SPECIFICATION

ADMINISTRATIVE AND GOVERNMENT AFFAIRS SPECIALIST

DEFINITION:

Under general direction, performs a variety of governmental and administrative activities. Performs moderately complex and general administrative duties; plans, organizes, coordinates, recommends, and implements comprehensive legislative activities; meets with other government agencies and officials at a state, county and local level; monitors and tracks regulations and requirements; participates in representing the District on various matters; organizes and leads the completion and/or the implementation of projects including but not limited to financing districts, governance structures etc.; responsible for development and implementation of administrative functions; performs public outreach; and performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

With general direction from the General Manager, responsible for managing and leading various projects as assigned with the ability to work with others in a teamwork environment. Leading, managing and supervising as directed.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs responsible, confidential and moderately complex administrative, technical and office support functions in support of departmental operations
- Prepares memos, letters, and reports from general guidelines; performs data entry into various logs and spreadsheets.
- Processes and maintains various files and records, as assigned.
- Assists in development of departmental budget.
- Assists Engineering and Administration with projects that may involve other government agencies.
- Attends events and represents the District in community governmental organizations, as directed.
- Coordinates, implements and manages various projects and programs which may include financing district formation, development of policies, rules and regulations and others as assigned.

- Builds positive relationships with elected officials and key business, civic and community leaders; serves as an ongoing liaison, and represents the District with designated governmental agencies and other industry, professional and community groups and organizations.
- Attends meetings, answers questions and provides information on governmental programs and projects; works with other District staff to formulate methods and approaches for addressing governmental concerns; follows up to ensure that concerns and needs are responded to.
- Assists in researching and assembling information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; maintains data files in spreadsheet and database formats; generates regular reports and documents; participates in the maintenance of department records.
- Participates in the District's intergovernmental programs and activities; assists in analyzing proposed local, state and federal law and regulations for their impact on District practices and operations; assists in drafting position papers and public testimony.
- Analyzes and develops policies and procedures under the direction of the General Manager.
- Track and monitor government regulations, laws, policies and other government activities.
- Assists in identifying and developing funding sources (local, State and Federal) for capital projects and overseeing the compliance with the respective agency's requirements.
- Establishes positive working relationships with District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required accommodating the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.

- Communicate orally with District management, co-workers, government agencies and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor's degree in Engineering, Public Administration, Finance, Marketing, Public Relations, Communications, Business Administration, Political Science, Public Policy, Economics or a closely related field, and eight (8) years of progressively responsible in administration, project management, public outreach, government affairs, or related experience.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Modern office practices, equipment and procedures.
- Business correspondence, filing systems, and standard office operations.
- Operations, procedures, policies, and precedents of the District.
- Applicable Federal, State and local laws, rules and regulations.
- Assessment District formation.
- SGMA and GSA
- District organization, functions and policies.
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software.
- Customer service and customer relations practices and principles.
- English usage, spelling, grammar, and punctuation.
- Research methods and techniques.

- Principles and practices of sound business communication.
- Safe work methods and safety regulations.

Ability to:

- Perform a variety of moderately complex and responsible administrative support work with speed and accuracy.
- Engage in various “new media” activities such as Facebook, blogs and similar mediums.
- Perform basic research and prepare routine documents and reports.
- Operate a variety of office equipment including computers and applicable software at an intermediate level.
- Effectively represent the District, including its programs and policies with the public.
- Make presentations to audiences of varying backgrounds, ages and socio-economic condition.
- Exercise tact, diplomacy and discretion in dealing with sensitive and confidential information.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective working relationships with all levels of District management, employees, the public and others encountered in the course of work.
- Manage budgets and reporting related to grant funds.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve routine public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Develop and use power point and other public communication tools.

STATUS: Non-Exempt

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