



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Director of Strategic Affairs
Department: Governance & Administrative Services
Supervised By: General Manager
FLSA Status: Exempt
Revision Date: January 2023

JOB SUMMARY

To plan, organize, direct, and implement the District's strategic communications, legislative advocacy, and grant funding development activities; to collaborate with District Management Team to develop and execute long-range strategic goals for the District; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager.

Exercises direct supervision over assigned supervisory, professional, technical, and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, plan, and implement the District's Strategic Affairs Program goals and objectives including the recommendation and administration of policies and procedures.
- Oversee development and implementation of strategic public relations and customer engagement plans.
- Represent the District to outside groups, political officials and organizations and participate in outside community and professional groups and committees.
- Develop and maintain effective and cooperative relationships with external agencies, including regulatory, permitting, and partnering organizations within and outside the Tahoe Basin (Tahoe Regional Planning Agency (TRPA), Counties, California Tahoe Conservancy (CTC), State Water Board, etc.).
- Review and analyze new, revised, or proposed Federal and State laws, legislative initiatives, regulations, policies, and mandates to determine their impact on the District. Make recommendations on legislative positions as appropriate.

- Represent the District in Federal, State, and local legislative and regulatory proceedings to further the District's interests.
- Represent the District and interact with statewide organizations such as the California Special District's Association (CSDA), and the Association of California Water Agencies (ACWA) to ensure the District's voice and input is included in their deliberations and legislative discussions.
- Manage the District's state and federal lobbying contracts and direct consultant work.
- Pursue, secure, and manage grant funding for various District projects and operational needs and assure compliance with grant conditions.
- Administer complex special projects with internal departments and with external agencies and organizations.
- Provide assistance to the General Manager and Board of Directors, including the preparation and presentation of both technical and persuasive written reports, staff reports, and other necessary correspondence.
- Represent the District with other water agencies and districts in the development of cooperative management strategies designed to enhance, expand, or protect the District's water, sewer, and parks and recreation services.
- Monitor, review, and support development of complex and multi-faceted contracts and agreements.
- Lead or participate in the development and implementation of District strategic plans, master plans, policies, procedures, and standards.
- Conduct studies, analyze data, make recommendations, and prepare reports and presentations on a variety of subjects.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications, monitor, and control expenditures.
- Plan, prioritize, assign, supervise and review the work of assigned staff.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Understand, interpret, and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Recommend the appointment of personnel; train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Develop and implement strategic marketing plans for District concessions and business operations.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- District operations relative to water, wastewater, and parks and recreations services.

- Permit and licensing procedures for District functions.
- Principles, practices, and methods used in effective negotiation and consensus building.
- Principles of strategic planning and implementation.
- Pertinent Federal, State, and local laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of Program.
- Principles and practices of legislative advocacy.
- Principles and practices of effective public communication and relations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Plan, direct, and control the administration of the Strategic Affairs Program.
- Explain projects, regulations, and procedures to District Board and staff, consultants, contractors, developers, the general public, or representatives of other public agencies.
- Organize work teams consisting of cross-disciplinary personnel.
- Facilitate discussions, brainstorming sessions, and meetings effectively.
- Formulate and express strategic plans clearly and concisely.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals.
- Interpret and apply District and Program policies, procedures, rules, and regulations.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in Engineering, Natural Resource Management, Public Administration, Political Science or related field.

Experience: Six years of increasingly responsible experience in public sector utilities involving the development of strategic policies and procedures in response to legislation and regulatory requirements, including three years of administrative and management responsibility.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Continuously
Climbing (stairs/ladders/etc.)	Rarely

Crawling	Rarely
Crouching	Rarely
Kneeling	Rarely
Pushing (40 lbs.)	Rarely
Pulling (40 lbs.)	Rarely
Stooping	Rarely
Working at heights (4 feet above/below)	Rarely
Working/Reaching above shoulder level	Rarely
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Frequently

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Frequently
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	

Lateral
Rotation

Frequently
Frequently

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6 inches above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on November 17, 2022