

## EAST BAY REGIONAL PARK DISTRICT

### **GOVERNMENT RELATIONS AND LEGISLATIVE AFFAIRS MANAGER**

#### **GENERAL FUNCTION:**

Under direction of the General Manager, this position leads the District's legislative and governmental affairs programs. Provides advice and counsel to the General Manager, the Board of Directors and other executive staff on legislative and/or governmental measures pertinent to the District; including anticipating future threats and opportunities. As part of the senior leadership team, formulates the District's legislative and governmental agenda (both proactive and defensive). Develops and directs implementation of plans to advance the District's legislative and governmental goals. Cultivates and maintains strategic relationships with federal, state and local governmental officials and other opinion leaders critical to accomplishing the District's goals. Provides guidance to the General Manager and Board of Directors to maximize their engagement in legislative and governmental issues. Works closely with the Legislative Committee of the Board to shape and guide their agenda. Provides leadership on behalf of the District in government associations, coalitions and other regional, state and federal entities. Manages and develops agendas, work plans and activities of the District's volunteer Park Advisory Committee.

#### **ESSENTIAL FUNCTIONS:**

Create strategic opportunities to advance the District's mission through the legislative and governmental processes. Monitor, analyze and ensure the District has an appropriate response to relevant state and federal legislation, as well as actions taken by the state and federal executive branches. Engage in state and federal budget processes to ensure District revenues are protected; identify new opportunities to secure state and federal resources, and implement strategies to obtain funding. Develop strategic partnerships and build community support to achieve the District's goals. Monitor and engage state and local ballot initiatives, and actively work to ensure they advance the District's interests. Serve as a liaison and advocate for the District before legislative and regulatory bodies at all levels of government. Coordinate District activities in both Sacramento and Washington D.C. including: managing District advocates/consultants; strategically deploying Board Members, the General Manager and other executive staff for meetings with key officials; maintaining productive relationships with high priority legislative and administrative staff in Sacramento and Washington D.C.; arranging fact finding opportunities of District facilities for legislators, their staff and other government agencies to strengthen their understanding of the District; effectively express to key decision-makers the District's interests via written and verbal communication. Build productive and cooperative relationships with elected officials and legislative offices to advance the District's legislative agenda.

Research and analyze current governmental policies to determine their impact on the District. Work with the General Manager, Board of Directors and other executive staff to prioritize requests (funding, administrative, etc.) of legislators, and state and federal agencies, in order to maximize opportunities. Actively scan the horizon for emerging issues, policy trends and changes in the political climate to ensure District management is aware of developments which may impact future operations and planning. Oversee quarterly District compliance with the Fair Political Practices Commission. In partnership with the Public Affairs Division, coordinate Board Member outreach with legislators; including dedications, walk and talk townhalls, and other events.

Provide leadership and coordination for the District's Park Advisory Committee (PAC). Develop the PAC's work plan, arrange for presentations of important District activities, provide strategic site visits and find constructive ways to engage the PAC in the District's work. Regularly assess the

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PAC's organizational structure making adjustments that maximize participation and effectiveness, while efficiently using District resources. Serve as a staff liaison and technical resource for PAC members to understand the District's programs, and ensure PAC initiatives and recommendations are considered in the broader context of overall District goals and objectives.

Serve as a District representative on numerous intergovernmental bodies and with various external organizations; including the Alameda and Contra Costa Chapters of the California Special Districts Association. Lead the effort to ensure the District's strategic and legislative interests are understood and accounted for by external organizations with diverse memberships.

**OTHER FUNCTIONS AND DUTIES:**

Oversee work of administrative staff who assist with various assignments.  
Manage contracts with external consultants.  
Provide senior management level leadership both internally and externally.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree from an accredited college or university in political science, governmental relations or a closely related field; and

Experience: Five years of experience in dealing with legislative and intergovernmental matters in a leadership role. Experience involving the California State and/or Federal legislature is preferred.

Substitution: A Master's Degree in political science, governmental relations or closely related field may be substituted as an equivalent to one of the required five years of experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state legislative and administrative processes, decorum and lobbying protocols. Understanding of the dynamics of intergovernmental issues and relationships. Strong verbal and written communication skills necessary to persuade others to support desired goals and objectives. The ability to apply tact, diplomacy and political savvy in dealing with divergent groups is also required.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

A valid California State driver's license is a condition of initial and continued employment in this position.

**REPORTS TO:** General Manager

Employment Category: Management, Range MG01  
Revised by General Manager: 12/31/2001  
Revised by General Manager 10/22/2007  
Revised by General Manager 8/3/2010  
Replaces "Legislative Administration Manager"