



Job Classification

Title: Government Affairs Manager
FLSA Status: Exempt
Job Code: 128

POSITION OVERVIEW

This position assumes principal responsibility for external affairs, including all legislative and advocacy outreach; and assists the General Manager and Management team with management strategies. The Government Affairs Manager is a managerial position with wide latitude for independent decision-making and close interaction with the District's Board of Directors, staff, wholesale customers, and other external audiences.

OVERSIGHT

Supervision Received: Reports to the General Manager.

Supervision Given: None

ESSENTIAL FUNCTIONS

- Independently conceives and recommends programs and policies that will achieve and/or support the District's goals and mission.
- Manages outreach responsibilities as well as tracking and monitoring State and Federal legislation.
- Coordinates District legislative outreach and acts on pertinent State and Federal bills.
- Participates on the legislative committees for a wide variety of state and local membership partners, associations and agencies.
- Seek opportunities for the district to sponsor legislation that will benefit and add efficiency to the District and its member agencies.
- Preparation of District's annual strategic plan with executive management.
- Preparation of the annual legislative priorities and principles for the district.
- Prepares news releases, talking points, key messages; answers media inquiries promptly, arranges interviews and plans press conferences to announce major news or crisis

Three Valleys Municipal Water District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

information, when necessary.

- Coordinates and participates in the development and administration of the Public Affairs budget.
- Represent and coordinate activities with District departments, elected officials, member agencies, and external agencies; specifically, those influencing MWD regarding matters that impact the District's legislative and advocacy functions.
- Travels to the state Capitol several times per year for legislative meetings, briefings and conferences; may on rare occasions be required to travel to Washington, D.C.

Meets with all legislative offices, either at the Capitol, in their local district offices or at Three Valleys, to provide briefings on priority bills and District advocacy efforts.

- Builds and maintains positive working relationships with co-workers, other District employees and the public.
- Prepares and delivers presentations to the Board of Directors, executive leadership, and external forums on legislative, regulatory, and policy matters.
- Develops clear, concise written materials, including staff reports, briefing documents, correspondence, and policy analyses for internal and external audiences.
- Serves as a key spokesperson for the District on legislative and governmental affairs, requiring strong professional verbal and written communication skills.
- Develops, analyzes and edits technical reports for public and public comprehension;
- Represents the General Manager and District in a variety of high-level meetings.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: California/Southern California water resource policy issues and water management strategies; conservation programming; business and public agency administration; legal and human aspects of personnel management, coaching, and motivation; advanced research and analysis methods; public speaking, writing, and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook and the

Internet.

Ability to: Organize and manage multiple priorities and projects; assemble, organize, and interpret complex information; work effectively with a diversity of individuals, personalities, and organizations; confidently communicate and present information in public and professional settings, including delivering presentations to diverse audiences; demonstrate initiative, task orientation, and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Government Affairs Manager will possess a combination of education and experience equivalent to:

- Five (5) or more years of experience in legislative affairs with a proven ability to engage elected officials and staff and build strong relationships at the state and federal levels.
- Bachelor's degree from an accredited college or university in public administration, political science, business, communications, or a closely related field is required.

Degree(s) must be from a fully accredited university or college and may be from any of a range of relevant fields, such as business/management, public administration or political science, economics, law, or journalism.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by: Matthew Litchfield
Date last modified: 4/24/2026
Date approved: 4/24/2026

I have received, reviewed, and fully understand the job description for Government Affairs Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.