



Director, Government & External Affairs

Job Code	20000159	Job Family	Executive Leadership	Leader	
Department	Govt and Ext Affairs	Reports to	GM/CEO	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	3076		
Last Updated	8/29/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Active member of the Executive Leadership Team (ELT), driving organization-wide policies and priorities. Specific oversight of the government & external affairs and strategy functions of the District. Develops and oversees comprehensive government relations strategies that advance the District's goals with local, state, and federal elected officials, agencies, and stakeholders. Leads initiatives to proactively anticipate and support community needs, and bolster the District's community engagement. Responsible and accountable for the District's long-term strategic planning to create organization wide clarity, develop foundational tools to assist with decision making and prioritization, and best position the organization for the future..

Accountabilities

Accountability #1

ELT (workplace/culture): Achieve the highest level of employee and community trust in the District's executive leadership by developing and implementing District wide strategies to maximize employee performance and foster high standards to best meet the District's vision, purpose and long-term goals. Inspires, motivates and guides others toward accomplishment of District goals and personal growth. Encourage and facilitate cooperation and collaboration within the organization. Develop leadership skills in others through coaching, mentoring, and guiding employees. Champion diversity, equity and inclusion in the workplace. Responsible for morale and workplace-culture, and similar responsibilities.

Accountability #2

ELT (change management): Identify and lead strategic change within the organization by clearly linking change to the vision and future goals of the district, over-communicating, and fostering a work environment that encourages new ideas and approaches. Demonstrate openness to different ways of thought by fostering a culture of continuous learning. Recognize, understand and encourage the Executive Leadership Team to respond to forces (opportunities and threats) outside of the District, and similar responsibilities.

Accountability #3

Management: Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #4

Government & External Affairs: Overall responsibility and oversight of the government relations

functions of the District; developing and executing comprehensive, proactive government affairs strategies that advance the District's mission and goals with elected officials, agency staff, regulatory bodies and stakeholder groups at the local, state and federal level, and similar responsibilities.

Accountability #5

Government & External Affairs: Lead a team in identifying and implementing initiatives that bolster's the District's reputation, strengthens government relations, fosters strategic partnerships, and expand relationships with the community. Represent the District to a broad range of decision-makers and partners including community leaders, business leaders, government officials and agencies, tribes, stakeholder groups, and other collaborators in the region and across the country. Create and motivate coalitions of stakeholder to work together to achieve common goals, and similar responsibilities.

Accountability #6

Government & External Affairs (Federal): Lead the federal government relations functions of the District. In consultation with the General Manager and Commission, plans and executes a comprehensive federal government affairs strategy that advances the District's mission and goals with federal elected officials, agency staff, regulatory bodies and stakeholder groups. Serve as the District's principal liaison to federal elected officials, and similar responsibilities.

Accountability #7

Strategy: Oversees the development of the District's strategy and supporting strategic objectives and plans, collaborating with the District's Executive Leadership Team (ELT) to drive strategic planning processes and monitor District business performance. Facilitates processes to design, document and communicate strategic goals, outcomes and related projects. Continuously monitors District performance to determine if strategies need to be adjusted or new goals or outcomes should be introduced, and similar responsibilities.

Accountability #8

Continuous Improvement: Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Political Science, Public Affairs, Public Relations, Communications, or related field, AND

Six (6) years of progressively more responsible, professional experience in government relations;

OR

Ten (10) years of progressively more responsible, professional experience in government relations.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

The job requires regular travel across the district, and to and from Olympia.

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Federal, state and local legislative, regulatory and executive processes
- Energy and environment policy
- External & community relations principles and practices
- Project management and planning principles and practices
- Developing and maintaining relationships with public officials and their staffs
- Communicating effectively with all levels of management, board of commissioners, and staff as well as external individuals and groups.
- Analyzing and interpreting legislation and policy documents.
- Communicating complex concepts in verbal and written mediums
- Preparing a variety of written communications such as reports, testimony, and presentations
- Public speaking
- Project management; coordinating special projects and initiatives
- Developing and implementing strategic work plans as well as responding to short-term objectives
- Attention to detail and strong follow-through
- Critical and strategic thinking
- Working with people from diverse backgrounds
- Managing change
- Solving problems and making decisions
- Managing politics and influencing others
- Setting vision and implementing strategy
- Demonstrating ethics and integrity
- Emotional intelligence
- Valuing diversity and difference
- Managing effective teams and work groups
- Facilitation

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Executive Leadership Team level.

- Authenticity
- Building Customer Relationships
- Building Self-Insight
- Business Savvy

Coaching and Developing Others
 Compelling Communication
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Cultivating Networks and Partnerships
 Driving Execution
 Emotional Intelligence Essentials
 Energizing the Organization
 Establishing Strategic Direction
 Executive Presence
 Financial Acumen
 Inspiring Excellence
 Leading Change
 Optimizing Diversity
 Personal Growth Orientation
 Positive Approach
 Sharing Responsibility (Delegating)
 Strategic Influence

Physical Demands

Physical Demands List	Frequency
Sit	
Walk	
Stand	
Drive	
Work on ladders	
Climb poles or trees	
Work at excessive heights (note heights in open text box below)	
Twist	
Bend/Stoop	
Squat/Kneel	
Crawl	
Reach	
Work above shoulders (note specific activity in open text box below)	
Use Keyboard /mouse	
Use wrist (flexion/extension)	
Grasp (forceful)	
Fine finger manipulation	

Operate foot controls

Lift (note weight in open text box below)

Carry (note weight in open text box below)

Push/Pull (note specifics in open text box below)

Work rapidly for long periods

Use close vision

Use distance vision

Use color vision

Use peripheral depth perception

Speak

Hear

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions

Understand and carry out complicated oral instructions

Train other workers

Work alone

Work as a member of a team

Follow standards for work interactions

Write communications for clarity and understanding

Speak with clarity with others

Comprehension

Frequency

Read and carry out simple instructions

Read and carry out complicated instructions

Retain relevant job information

Reasoning

Frequency

Read and interpret data

Count and make simple arithmetic additions and subtractions

Use intermediate and/or advanced math

Organization

Frequency

Plan own work activities

Plan work activities of others

Direct work activities of others

Resilience**Frequency**

Work under pressure

Work for long periods of time

Work on several tasks at the same time

Additional Mental Demands not listed above and associated frequency below.**Work Environment****Environmental Conditions List****Frequency**

Exposure to weather

Wet and/or humidity

Atmospheric conditions

Confined/restricted working environment

Vibratory Tasks – High

Vibratory Tasks – Low

Additional Environmental Conditions in this job not listed above and the associated frequency below.**Risk Conditions List****Frequency**

Exposure to Heights

Never

Exposure to Electricity

Never

Exposure to Toxic or Caustic Chemicals

Never

Working with Explosives

Never

Exposure to Radiant Energy

Never

Extreme Cold

Never

Extreme Hot

Never

Proximity to Moving Mechanical Parts

Never

Noise Intensity

Never

Exposure to animals

Never

Working with angry customers

Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.