



Lead Government Affairs Coordinator

Job Code	20000992	Job Family	Relationship Management	Professional / Knowledge Worker	
Department	Govt and Ext Affairs	Reports to	Gov & External Affairs Director	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2062	This Job is a Lead	Yes
Last Updated	12/1/2022				

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

Under the direction of the Director of Government & External Affairs, leads the federal and state 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 state and federal level. Develops and implements initiatives that bolster's the brand, strengthens government relations, fosters strategic partnerships, and expands relationships with the community. Serves as the District's principal liaison with federal elected officials.

Accountabilities

Accountability #1

In collaboration with the Director of Government Relations, lead the federal and state government relations functions of the District. Develop and execute comprehensive government affairs strategies that advance the District's mission and goals with state elected officials, agency staff, regulatory bodies and stakeholder groups. Serves as the District's principal liaison to federal and state elected officials, and similar responsibilities.

Accountability #2

Oversee and direct the process to recommend legislative principles, priority issues and policy positions for the District. Ensure that internal expertise and community stakeholder group input are utilized in developing policy position and priority recommendations. Oversees plans to communicate and advocate District policies, priorities and projects to leaders and decision makers. Ensures alignment and clarity across the District, and similar responsibilities.

Accountability #3

Develop and implement initiatives to demonstrate powerful strategic partnerships, expand relationships with stakeholders, and anticipate and support community and customer needs. Leverage local political, economic, social and policy opportunities that align with District priorities. Develop plans to mitigate local political and policy risks, and similar responsibilities.

Accountability #4

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 stakeholders to work together to achieve common goals, and similar responsibilities.

Accountability #5

Meaningfully advocate for our communities by maintaining an active awareness of community, legislative and external political activities that affect or may be of interest to the District. Raise community concerns inside the PUD, identify internal stakeholders to address potential issues or partner on potential solutions, and drive processes for communication and resolution. Seek out opportunities for community partnerships, and similar responsibilities.

Accountability #6

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, 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 #7

Accountability #8

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 experience in government or external relations, related field;

OR

Ten (10) years of experience in government or external relations, related field.

Preferred Education and Experience:

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

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

Valid Washington State Driver's License

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

State & federal 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;
Planning and organization;
Managing and coordinating special projects;
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;Event planning and management;
Working independently, as well as with teams;
Working with people from diverse backgrounds;
Utilizing technology to streamline and bolster communications.

Preferred Skills and Abilities:

State & federal legislative, regulatory and executive processes;
Energy and environment policy;
External & community relations principles and practices;
Project management and planning principles and practices;
Management and employee development;
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;
Planning and organization;
Managing and coordinating special projects;
Developing and implementing strategic work plans as well as responding to short-term objectives;
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Working with people from diverse backgrounds;
Utilizing technology to streamline and bolster communications.

Competencies

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

Adaptability
Aligning Performance for Success
Building Customer Relationships
Building Talent

Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never

Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Constant (67-100%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Never
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Frequent (34-66%)
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Frequent (34-66%)

Reasoning

	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Seldom (1-10%)
Use intermediate and/or advanced math	Never

Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

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.