



# Local & Government Affairs Specialist I

<b>Job Code</b>	20000316	<b>Job Family</b>	Relationship Management	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Govt and Ext Affairs	<b>Reports to</b>	Gov & External Affairs Director	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2056	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	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

Supports the local government relations functions of the District. In consultation with the Director and Government Relations team, supports a comprehensive local government affairs strategy that advances the District's mission and goals with local elected officials, county and city councils, tribes, stakeholder groups, and community leaders. Assists in community and external affairs strategies with key external and internal constituents.

## Accountabilities

### Accountability #1

Support the execution of the District's strategy for strengthening relationships with elected officials and community groups, increasing their understanding and support for District operations, programs and priorities, and similar responsibilities.

### Accountability #2

Support and implement plans to communicate and advocate District priorities, policies, and projects to county executive leaders, local elected officials, community leaders, councils and their staffs, and similar responsibilities.

### Accountability #3

Assist in identifying and collaborating with relevant stakeholders including associations, community organizations, industry peers, and government relations staff from other public entities and industry to ensure maximum impact of local government relations strategies. Engage the community inside and outside of the District in support of the District's local government relations priorities, and similar responsibilities.

### Accountability #4

Assist with initiatives that bolster the District's reputation, strengthen communications, foster strategic partnerships, and expand relationships with local policy makers, industry leaders, and other community influencers and stakeholders. Support strategies to leverage local political, economic, social and policy opportunities that align with District priorities; recommend plans to mitigate local political and policy risks, and similar responsibilities.

### Accountability #5

Represent the District at county council, city council, regional groups & associations, economic alliance, and other strategic community meetings. Assist with coordinating communications with key internal stakeholders in advance of meetings to ensure consistency and clarity in positions and messaging, and

similar responsibilities.

**Accountability #6**

**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](mailto: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;

OR

Four (4) 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:**

Local legislative processes; OR  
External & community relations principles and practices;  
Developing and maintaining relationships with key relationships with stakeholders;  
Communicating effectively with internal and external individuals and groups;  
Communicating concepts in verbal and written mediums;  
Planning and organization;  
Implementing short-term projects;  
Attention to detail and strong follow-through;  
Critical thinking;  
Working independently, as well as with teams;  
Working with people from diverse backgrounds.

**Preferred Skills and Abilities:**

Local legislative processes and organizational structures;  
External & community relations principles and practices;  
Developing and maintaining relationships with public officials and their staffs;  
Communicating effectively with internal and external individuals and groups;  
Analyze, interpret and report research findings and conclusions in understandable terms;  
Communicating concepts in verbal and written mediums;  
Preparing a variety of written communications such as reports, testimony, and presentations;  
Public speaking;  
Digest and analyze information rapidly;  
Planning and organization;

Managing and coordinating special projects;  
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.

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## 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)	Frequent (34-66%)
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	Seldom (1-10%)
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%)
<b>Comprehension</b>	<b>Frequency</b>
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%)
<b>Reasoning</b>	<b>Frequency</b>
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
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
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.**

<b>Risk Conditions List</b>	<b>Frequency</b>
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.