



State Government & External Affairs Specialist I

Job Code	20000786	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	2056	This Job is a Lead	No
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

Supports the state government relations functions of the District. In consultation with the State Government & External Relations Manager, helps execute the state government affairs strategy that advances the District's mission and goals with state elected officials, agency staff, regulatory bodies and stakeholder groups.

Accountabilities

Accountability #1

Under the guidance of the State Government & External Affairs Manager, supports the District's strategy for strengthening relationships with elected officials and government agencies increasing their understanding and support for District priorities, and similar responsibilities.

Accountability #2

Monitor and support reporting on priority legislative and government relations issues for the District. Maintains legislative tracking systems. Assists in engagement and collaboration with various departments and subject matter experts to ensure alignment and clarity on government relations issues across the district. Provides regular reports to departments across the District on issues of importance. Supports regular government relations reporting to ELT and Commission, and similar responsibilities.

Accountability #3

Assist in monitoring state legislation and policy activities, and supports work with District staff to analyze potential impacts to the District. Contributes to guidance and updates to the Director of Government Relations & External Affairs and District policy-makers on key issues, and similar responsibilities.

Accountability #4

In collaboration with the State Government & External Affairs Manager, develop and prepare materials for legislators, agencies, stakeholders, and industry associations to educate lawmakers, agencies and staffs on issues of importance to the Snohomish PUD, and similar responsibilities.

Accountability #5

Collaborate with relevant stakeholders, including associations, community organizations, industry peers, and government relations staff from other agencies and industry to ensure maximum impact of state government relations strategies. Support community engagement inside and outside of the District, and similar responsibilities.

Accountability #6

Assist with the District's government relations program at-large including monitoring legislation, regional initiatives, and state-wide agency proposals; drafting legislative newsletters and communications, preparing written and verbal reports, and flagging issues impacting the District as needed, 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;

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:

State legislative, regulatory and executive processes;
External & community relations practices;
Developing and maintaining relationships with public officials and their staffs;
Communicating effectively with internal and external stakeholders;
Communicating complex concepts in verbal and written mediums;
Preparing a variety of written communications such as reports, testimony, and presentations;
Planning and organization; Implementing work plans;
Attention to detail and strong follow-through;
Critical and strategic thinking;
Working independently, as well as with teams;
Working with people from diverse backgrounds.

Preferred Skills and Abilities:

State legislative, regulatory and executive processes;
Energy and/or 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;
Implementing strategic work plans as well as responding to short-term objectives;
Attention to detail and strong follow-through;
Critical and strategic thinking;
Working independently, as well as with teams;
Working with people from diverse backgrounds.

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)	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	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%)
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.

Frequently - 1x month 6-12 times a year While not very frequent, infrastructure architects must make themselves available any time of day or night to address IT related incidents.

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.