



JOB DESCRIPTION

DIRECTOR OF GOVERNMENTAL RELATIONS

FLSA STATUS:	Exempt	GRADE: 13
REPORTS TO:	General Manager/CEO	DIVISION: General
WORK LOCATION:	Temporarily located in Seguin, Texas	
	Location will permanently transition to New Braunfels, Texas in 2019	
EFFECTIVE DATE:	04/2018	

SUMMARY

The Director of Government Relations supports The Guadalupe-Blanco River Authority by working with local, state, and federal officials on matters pertaining to administrative, regulatory, and legislative actions important to the goals of GBRA. This position reports directly to the General Manager/CEO and has the primary responsibility of developing GBRA's external relations in the following areas: government relations, legislative advocacy, planning, research, and public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and assess legislative priorities and briefs the General Management Team on significant legislative activity; recommend strategic legislative affairs programs to include formulating plans of action along with coordinating and directing the implementation.
- Represents GBRA at legislative hearings, legislative meetings, and responsible for all communication to the legislature.
- Serve as the legislative liaison for GBRA by cultivating relationships with federal, state, local elected authorities, and appointed government officials to secure visibility and legislative support.
- Responsible for analyzing, monitoring, and reporting on bills during the legislative session.
- Research, prepare for and represent GBRA's interests before legislative committees; spearhead institutional responses to legislative requests including submitting draft language for proposed legislation.
- Responsible for tracking bill implementation and coordination of legislative recommendations and appropriation requests during the interim.
- Develop and shape GBRA's policy position and strategy.
- Counsels the General Management Team and others on matters related to governmental and legislative engagement and public relations activities.

- Advise senior leadership, as needed, in responding to and interacting with the news media, elected officials and the public-at-large on legislative and governmental issues.
- Represent and advocate for GBRA interests in local coalitions and basin impacting forums such as TWCA, GBC, etc.
- Perform complex analysis of federal and local initiatives.
- Facilitates monthly legislation reports to the Board of Directors (Board)
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of principles and practices of public policy development, intergovernmental, state and federal legislative, and budgeting processes.
- Extensive knowledge of federal legislative, process, procedures and protocols.
- Ability to assess legislative initiative and priorities at all levels of government.
- Ability to effectively communicate and represent GBRA's interests to a variety of audiences and outlets.
- Familiar with:
 - State financing of water and sewer projects
 - Laws that govern state and local agencies
 - State regulations of water rights and water quality
 - Structure and function of county and municipal government
 - State regulations of water and sewer utilities
 - Endangered species laws and policies
 - States regulations of water and wastewater utilities
 - County and municipal regulation of land development
- Ability to lead, plan, organize, coordinate and direct GBRA's legislative efforts.
- Demonstrates knowledge of legislative and legal research practices, including governmental agency computer databases and other informational databases.
- Must possess excellent relationship building and communications skills, plus demonstrated ability to develop and implement plans and programs to maximize advocacy efforts at the federal and state levels.
- Excellent ability to follow up, take initiative, suggest solutions, and display accountability and ownership of project responsibilities.
- Extremely organized with strong project management skills.
- Outstanding analytical, critical thinking, and communication skills, both verbal and written.
- Strong diplomacy skills.
- Ability to research legislation and the status of pending legislation and to analyze pending and enacted legislation.

EDUCATION/CERTIFICATIONS

Graduation from an accredited college with a Bachelor's Degree in public administration, public relations, political science, natural sciences or related areas.

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy

EXPERIENCE

Five (5) years of professional experience working with or for the Texas Legislature or State Government.

Experience working for and/or with elected officials, non-profits, government relations firms, lobbying firms, or similar with experience tracking bills, analyzing legislation, drafting support letters and policy analysis is preferred.

MANAGERIAL RESPONSIBILITIES

No

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Executive Manager Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.