



Job Description: Government & External Affairs Manager

Summary

The Government & External Affairs Manager works under general direction of the Director of Communications & External Affairs and has responsibility for a wide range of customer service and community development matters.

Job Description

The Government & External Affairs Manager is responsible for working collaboratively with internal staff and external consultants to guide, support and implement MBCP's strategy in customer service and business and community development. The Government & External Affairs manager is expected to be an expert in MBCP programs and can provide key stakeholder groups, local governments and key customers with technical explanations about MBCP products and programs. Additionally, the incumbent will also manage and maintain tracking systems for key regulatory and legislative developments and schedules, and facilitate stakeholder relationships on regulatory and legislative issues. The Government & External Affairs Manager makes presentations to community, elected and professional groups, as well as to MBCP's Board of Directors and staff.

Essential Duties and Responsibilities (Illustrative Only)

- Collaborate with Communications & External Affairs team and outside consultants on community outreach plans and implementation for the enrollment of new communities during service area expansions, including meeting state legal requirements
- Provide direction and guidance of business development plans and implementation to increase customer acquisition and retention
- Act as an agency liaison to local government, community agencies and stakeholder organizations
- Track key regulatory and legislative developments and communicate issues to MBCP leadership and key stakeholder groups
- Attend regulatory and legislative calls/meetings as may be needed to support the CEO

Supervisory Responsibilities

This position requires supervision of the Community Outreach & Events Coordinator. Additional supervisory requirements may be added as the Agency grows.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. Typically,

equivalent to possession of a Bachelor's degree from an accredited college or university in communications, marketing, public affairs or a related field and three years of progressively responsible experience in the implementation of marketing efforts. Supervisory experience and work in a public agency or utility are desirable.

Knowledge of:

- The organization and operations of a local government joint powers authority agency
- The history of Community Choice Aggregation legislation and implementation in California
- Public policy process, local and regional government and environmental issues
- The mission and goals of MBCP, its electric service options and customer programs
- Principles, techniques and methods of public information and education, integrated marketing communication, community and public relations
- Operational characteristics and activities necessary for effective on-the-ground key stakeholder and customer outreach
- Practices and principles of public employee supervision
- Best practices for event planning
- Microsoft Office Suite including Word, Excel, and PowerPoint, and Adobe Acrobat and Adobe InDesign
- Diverse communities and cultures within the Monterey Bay region

Ability to:

- Communicate effectively in writing and verbally; ability to speak and write Spanish a plus
- Interact effectively with customers, municipal members, local community groups and organizations, and MBCP staff and Board of Directors and committees
- Make effective and dynamic presentations to key community groups and governmental bodies; public speaking ability is required
- Use all standard word processing and some graphics software such as but not limited to: Microsoft Office Suite including Word, Excel, and PowerPoint, and Adobe Acrobat and Adobe InDesign
- Establish and maintain effective working relationships with persons encountered in the performance of duties
- Manage multiple projects to fruition within time and budget parameters
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment
- Take responsibility and work independently, as well as coordinate team efforts
- Demonstrate patience, tact, and courtesy at all times

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. MBCP will make reasonable accommodation of the known

physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Location and Compensation: MBCP is a new organization currently looking for permanent office space in Monterey . Compensation for this position ranges from \$80,000-\$120,000 commensurate with experience. A full benefits package is also offered as part of salaried employment.

Application Process:

The position is open until filled. To be considered for this position, please submit a MBCP application, detailed resume, cover letter, and three professional references to:

Shellie Anderson
Bryce Consulting, Inc.
3436 American River Drive, Ste. 7A
Sacramento, CA 95864
Tel: 916-974-0199 Fax: 916-974-0224
Email: sanderson@bryceconsulting.com

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.