

## Government and Community Affairs Representative or

### Government and Community Affairs Assistant

Upper San Gabriel Valley Municipal Water District

Monrovia, California

Representative Salary: \$82,295 - \$107,447 annually

Assistant Salary: \$68,126 - \$92,691 annually

### **One position**



The **Government and Community Affairs Representative** represents the District at community meetings/events and city council meetings, serves as a liaison to the community and industry groups, manages professional services contracts, coordinates special events, and conducts outreach with stakeholders. In addition, the Representative is responsible for the daily tracking of state and federal bills, legislative hearings and developing comprehensive legislative analysis. The Representative will also assist in developing a variety of multi-media materials for use in public information and engagement; supports the dissemination of information and materials to cities, local water utilities and media; participates in planning and coordinating outreach activities within Upper District's service area and monitors local policy issues at cities, industry associations and regulatory agencies. Develops effective professional relationships with key staff of elected officials, business, water purveyors and civic leaders.

**Education & Experience:** Candidates must have education and experience equivalent to a Bachelor's degree in political science, communications, journalism, public administration, public policy or a closely related field, and three years of experience in public/business administration, knowledge of pertinent federal, state and local codes, laws and legislative tracking, and the practice of distributing information for mass media. A Master's degree is preferred in one of the subject areas noted above.

The **Government and Community Affairs Assistant** performs administrative activities of routine to moderate difficulty in support of the District's public affairs, community education and outreach. This position will assist in representing the District at community meetings/events and serve as a liaison to the community. This position will assist in the coordination of special events, monitor, and maintain state and federal bill matrixes, and assist in the development of printed, multi-media materials, website maintenance and other services for use in public information programs. The desired candidate must also have strong social media skills related to the development of engaging content, promotions, and monitoring analytics.

**Education & Experience:** Candidates must have a bachelor's degree in political science, communications, journalism, public administration, public policy, or a closely related field, and one year of experience in a similar position is required, with knowledge of office procedures.

**Open until filled.** Submission of your resume, cover letter outlining qualifications and a list of three (3) professional references are required for consideration. Completed application packages should be emailed to: William R. Kelly, President/CEO, Kelly Associates Management Group at [williamk@ka-mg.com](mailto:williamk@ka-mg.com)

For more information about Upper District, please visit our website [www.upperdistrict.org](http://www.upperdistrict.org)