

DIRECTOR OF GOVERNMENT RELATIONS (PSC)**Nature of Work**

Under administrative direction, performs highly responsible administrative and professional work in planning, organizing and directing the government relations program for the Public Service Commission. Oversees and directs the government affairs program of the Commission for both formal and informal issues with local, state and federal agencies and quasi-governmental regulatory agencies, public utility regulatory agencies in other states and with public interest groups and trade/business associations. Oversees the legislative liaison function for the Commission to insure that regulatory issues over which the Commission has jurisdiction are fully represented by the Commission or staff. Advises the Commission and staff on important government affairs and regulatory issues. Coordinates activities with the Communications Division to insure the timely and effective dissemination of information regarding regulatory and government relations issues. Directs the development of policies and procedures and ethical standards for the effective operation of the Commission government affairs program. Develops and administers the unit budget; responsible for personnel actions relating to unit staff to include hiring, advancement, performance evaluation and training. Performs related work as required.

Examples of Work

Plans, organizes and directs the activities of the Government Relations Division; oversees the development of goals, objectives, policies and procedures for the unit; develops and administers the unit budget; responsible for all personnel activities of the unit.

Responsible for the daily activities of a proactive and effective government relations program; assures that Commission and staff are informed of important/controversial regulatory issues pending before any congressional or legislative committee or before any governmental or quasi-governmental body.

Reviews and evaluates proposed legislation at the state and federal levels; advises Commission and staff on impact of legislation on consumers, utilities or the Commission operation.

DIRECTOR OF GOVERNMENT RELATIONS (PSC) - Cont'd.**Examples of Work - cont'd.**

Coordinates with Commission and other units to insure the timely production of required reports, studies or other information relating to issues before congressional, legislative or other governmental or quasi-governmental body; oversees the preparation and review of speeches and other presentations to governmental bodies and public or business groups.

Directs the legislative liaison activities between the Commission and members of Congress, the State Legislature, the Governor's Office and local governments; oversees the government relations activities with public utility regulatory bodies in other states and with public interest groups and trade or business associations.

Represents the Commission at various local or national meetings and before public or private groups; assists Commission legal and technical staff in researching important public utility regulation issues; assures the timely dissemination of research project or study results.

Evaluates the effectiveness of government affairs programs and initiatives; advises the Commission and staff on areas of program improvement and enhancement.

Supervise the work of professional, technical and support staff.

Knowledge Skills and Abilities

Knowledge of the principles and practices of public administration.

Knowledge of the statutes, regulations, organization and operation of the Public Service Commission.

Knowledge of the organization, leadership and committees of federal and state government; of the legislative process and of the operation of oversight committees.

Knowledge of the principles and practices of journalism, public relations and communications.

Skill in persuading and dissuading others on matters relating to public utility regulatory issues at the state and federal government levels and before local government and public interest and trade/business associations.

Skill in writing various forms of informational materials, correspondence and reports.

Ability to plan, organize and direct a comprehensive and effective government relations program.

Ability to analyze and evaluate public utility issues and provide sound advice to the Commission and staff.

DIRECTOR OF GOVERNMENT RELATIONS (PSC)- Cont'd.

Knowledge, Skills and Abilities - cont'd.

Ability to maintain effective professional and working relationships with members of Congress, the state legislature, the media, public interest and consumer advocacy groups, trade and business associations.

Ability to speak effectively before large groups, associations and media events on the organization and programs of the media and to address potentially controversial public utility, regulatory issues.

Minimum Qualifications

Training: Bachelor's degree from an accredited, four-year college or university.

Substitution: Experience as described below may be substituted for the training on a year-for-year basis.

Experience: Eight years of full-time or equivalent part-time paid professional experience in government relations, media relations, public relations, communications or executive operations of a large enterprise.

Established: 07/15/2004
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