

Federal Government & External Affairs Specialist III



Job Code	20001116	Job Family	RELMGMT	Professional / Knowledge Worker	
Department	Govt and Ext Affairs	Reports to	Chief Gov Rel & Strategy Officer	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060	This Job is a Lead	No
Last Updated	11/1/2024				

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

Under direction of the Chief Government Relations & Strategy Officer, lead the federal government relations program for Snohomish PUD. Plan and execute a comprehensive federal government relations strategy that advances Snohomish PUD's strategic and policy priorities with federal elected officials, agency staff, regulatory bodies and stakeholder groups. Serve as Snohomish PUD's principal liaison to federal elected officials, government staff and agencies.

Accountabilities

Accountability #1

(Strategic Planning & Execution) Develop and implement a comprehensive federal government relations strategy that aligns with Snohomish PUD's mission and strategic priorities. This includes identifying and prioritizing legislative and regulatory issues that impact the organization, and ensuring engagement strategies are both proactive and responsive to evolving political landscapes.

Accountability #2

(Advocacy) Represent the organization in interactions with federal elected officials, government staff, agencies and other stakeholders. Advocate for the organization's positions on key issues through various means ensuring that Snohomish PUD's voice is heard, considered, and valued in federal policy discussions.

Accountability #3

(Policy Analysis & Development) Monitor and analyze federal legislative and regulatory developments, providing strategic advice and recommendations on policy issues to leadership. This involves staying informed about changes in the policy environment, engaging internal subject matter experts to assess their potential impact on the organization, and when prudent develop engagement strategies.

Accountability #4

(Stakeholder Engagement) Build and maintain relationships with policymakers, industry groups, utility peers, advocacy organizations and community organizations. Coordinate coalition-building efforts to advance Snohomish PUD's policy priorities and goals.

Accountability #5

(Education & Communication) Develop and implement education and communication strategies, tools, and channels to further Snohomish PUD's policy goals. Create comprehensive communication

plans that effectively convey the organization’s positions and policy priorities to various audiences, including policymakers, stakeholders, and the public. Design and utilize a range of communication tools and methods to ensure clear and consistent messaging on key policy issues across Snohomish PUD.

Accountability #6

(Reporting) Prepare and deliver reports, presentations, and briefings on federal government relations activities and outcomes providing recommendations for Snohomish PUD if applicable. Ensure compliance with federal lobbying laws and regulations.

Accountability #7

(Grants) Identify federal funding opportunities that align with Snohomish PUD’s mission and strategic priorities. This includes assessing potential funding sources, developing and implementing internal processes to review and evaluate opportunities, and serve as a liaison between funding agency and Snohomish PUD for awarded funding.

Accountability #8

(Team Leadership & Development) Serve as an informal mentor to teammates and colleagues, fostering a collaborative and high-performance work environment. Help develop the skills and knowledge necessary for subject matter experts to effectively support Snohomish PUD’s government relations efforts.

Accountability #9

(Support Snohomish PUD Govt Relations Strategy) Support Snohomish PUD’s State and Local Government Relations programs as needed.

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, AND

Four (4) years of experience in government or external relations, related field;

OR

Eight (8) years of experience in government or external relations, related field.

Preferred Education and Experience:

Five (5) + years of experience in federal government relations.

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:

Federal legislative, regulatory and executive processes;

Energy and 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;
Managing and coordinating special projects;
Developing and implementing strategic work plans as well as responding to short-term objectives;
Attention to detail and strong follow-through;
Critical and strategic thinking;
Event planning and management;
Working independently, as well as with teams;
Working with people from diverse backgrounds;
Utilizing technology to streamline and bolster communications.

Preferred Skills and Abilities:

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	Occasional (11-33%)
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

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

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.

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.