



Job Description – Director of Energy

Position Summary

This position works closely with the Executive Director, Director of Water and Energy Regulatory Affairs Manager to navigate the complexities of energy policy and to advocate for the interests of POU's and their communities at the state level (and when appropriate the federal level). The primary focus is to lead the association's efforts to pass, defeat and otherwise influence legislative and executive actions in coordination with other POU members and partners including the Northern California Power Agency and the Southern California Public Power Authority. This position also coordinates legislative matters concerning the water/energy nexus with the Director of Water and oversees the CMUA Legislative Committee in conjunction with the Director of Water. This position manages the work of contract lobbyists as well as the Energy Regulatory Affairs Manager and works closely with CMUA's outside counsel.

Essential Duties and Responsibilities

Advocacy

- Lead CMUA's energy-related advocacy efforts in the state legislature and with the Governor's Office
- In conjunction with the Director for Water, manage the CMUA Legislative Committee
- Manage various association working groups to solicit feedback from CMUA members on issues of importance and to develop policy positions
- Track legislation and state budget activity
- Appropriately respond to emerging legislative proposals and executive actions
- Manage workflow of contract lobbyists and Energy Regulatory Affairs Manager
- Draft legislation and amendments, working with CMUA counsel as needed
- Maintain CMUA's Energy Policy Priorities to reflect emerging issues
- As appropriate, lead on related non-legislative matters, such as the implementation of specific legislation or other implementation matters
- Maintain productive relationships with staff and members of the legislature, as well as staff in the Governor's office
- Provide testimony in legislative committees
- Coordinate overall POU lobbying efforts in the Legislature to ensure a consistent perspective from the POU sector
- Write position letters
- Sponsor bills and resolutions
- Lead long-range advocacy and education efforts such as webinars, white papers, and briefings
- Conduct policy research and keep up to date on emergency studies relative to the energy sector

Communications

- Clearly communicate on a regular basis to CMUA members, activity in the legislature and executive actions with concise information and recommendations, as needed
- Produce a weekly legislative update working with the Director for Water, and the Director of Communications
- Maintain, as possible, a social media presence to promote matters of interest to CMUA
- Collaborate with the Director of Communications on content for the association podcast and webpage
- Work with members of the press, often in coordination with the Director of Communications and the Executive Director, to advance issues of importance to CMUA
- Draft issue briefs and other materials for advocacy and CMUA events

Regulatory

- Oversee the Energy Regulatory Affairs Manager. Provide strategic input to inform CMUA's regulatory advocacy, including at the Office of Energy Infrastructure Safety, Wildfire Safety Advisory Board, CPUC, CEC, and CARB.
- Keep up to date on regulatory developments by attending internal meetings on regulatory matters
- Ensure consistency between CMUA's legislative and regulatory advocacy

General

- Lead efforts, in conjunction with Director of Water, to organize and staff CMUA's Capitol Day
 - Support and develop content for other CMUA events such as Annual Conference and webinars
 - Assist in development and implementation of association's strategic plan and related work plan
-

Job Qualifications

- Five to seven years legislative experience; regulatory experience a plus
- Thorough understanding of the California legislative process, state budget process, politics, short and long-term political strategy, value of individual, organizational, advocacy techniques, and coalition partnerships
- Strong time management skills and comfort operating in dynamic and fluid circumstances
- Proactive, self-starter with the ability to meet deadlines and complete tasks with minimal direction and oversight
- Ability to read, interpret and explain current and proposed legislation, the legislative process, and legislative relations; ability to effectively analyze and recommend what position CMUA should take on legislation, including the benefits and disadvantages; write any applicable CMUA official bill analysis
- Knowledge of federal, state, and local government organizations, governing process, laws, regulations and ordinances
- Ability to develop and maintain personal and professional relationships with a wide variety of political and policy stakeholders which includes but is not limited to legislative and administration staff, state and local elected officials, political and public affairs consultants, public agency advocates, local, statewide and national media, and regulatory executives; ability to build advocacy coalitions for legislation, regulation, and campaign activity
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing, including public speaking in a variety of forums
- Basic understanding of various operating systems (Windows, Excel, PowerPoint, Capitol Track) etc.
- Ability to conduct policy research and translate complex data and research matters into digestible and relevant information for CMUA members as well as members of the Legislature

- Experience working with a small team
 - Experience coordinating panels and/or events
 - Ability to travel a few times per year for CMUA events or to members across California, as needed
-

Education

- Bachelor's degree in political science or related field required; advanced degree, such as a master's degree or JD, is desirable.
-