

Water Authority Position Description

SENIOR POLICY MANAGER

Status	Position Code	Level	Date
APPROVED	SRPM	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

RESPONSIBLE FOR ANALYZING AND DEVELOPING PROPOSALS FOR WATER AUTHORITY POLICY AND LEGISLATION CONCERNING THE WATER AUTHORITY OPERATIONS, STRATEGIC PLANNING, PERFORMANCE IMPROVEMENT AND BUDGETS. SERVE AS A SENIOR POLICY ADVISOR TO THE EXECUTIVE DIRECTOR. PERFORM A VARIETY OF TECHNICAL TASKS RELATIVE TO ASSIGNED AREAS OF RESPONSIBILITY.

MIN EDUCATION & EXPERIENCE REQ

MASTER'S DEGREE WITH MAJOR COURSE WORK IN POLITICAL SCIENCE, ECONOMICS, BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION OR A RELATED FIELD PLUS FIVE (5) YEARS OF PROFESSIONAL/MANAGERIAL EXPERIENCE IN PUBLIC ADMINISTRATION OR PUBLIC POLICY ANALYSIS.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION FROM THE EXECUTIVE DIRECTOR.

ESSENTIAL FUNCTIONS

1. DEVELOP AND EVALUATE POLICIES AND PROGRAM PROPOSALS. RESEARCH, ANALYZE AND DRAFT LEGISLATION IN SUPPORT OF POLICY AND BUDGET DEVELOPMENT. PERFORM A VARIETY OF SPECIAL STUDIES INCLUDING MANAGEMENT AND FINANCIAL STUDIES. ANALYZE AND DEVELOP POLICY ALTERNATIVES. PREPARE WRITTEN AND ORAL PRESENTATIONS ON ASSIGNED ISSUES.
2. REVIEW AND EVALUATE LEGISLATION SUBMITTED FOR ABCWUA BOARD APPROVAL FOR OPERATIONAL FEASIBILITY AND TECHNICAL ACCURACY. DEVELOP AND PREPARE LEGISLATIVE SUMMARIES AND BRIEFING COMMENTS, FISCAL IMPACT ANALYSES, AND RECOMMENDATIONS. PREPARE REQUIRED AMENDMENTS AND/OR SUBSTITUTE BILLS AS REQUESTED FOR AGENDA ITEMS TO BE HEARD BY THE ABCWUA BOARD.
3. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF LONG-TERM GOALS AND SHORT-TERM OBJECTIVES, POLICIES AND PRIORITIES FOR THE ABCWUA OPERATING AND CAPITAL BUDGETS. PARTICIPATE IN THE DEVELOPMENT AND ANALYSIS OF POLICY ALTERNATIVES TO ACCOMPLISH BROAD AND SPECIFIC DEVELOPMENT GOALS. ASSIST ABCWUA BOARD IN DETERMINING LONG AND SHORT RANGE OBJECTIVES.
4. REVIEW, EVALUATE AND INTERPRET DATA ON ECONOMIC, SOCIAL, PHYSICAL AND POLITICAL FACTORS. IDENTIFY EXISTING AND EMERGING PROBLEMS AND OPPORTUNITIES. MAKE RECOMMENDATIONS PERTAINING TO POLICY IMPLICATIONS.
5. REPRESENT AND COORDINATE A VARIETY OF ASSIGNED ACTIVITIES WITH THOSE OF OTHER COMPONENTS OF THE ABCWUA ORGANIZATION AND OUTSIDE AGENCIES AND ORGANIZATIONS.
6. WORK WITH AND IN THE INTEREST OF THE ABCWUA BOARD AND INDIVIDUAL BOARD MEMBERS. EVALUATE PROPOSALS, GUIDE CHOICES REGARDING POLICY AND LEGISLATION AND PROVIDE RESPONSIBLE STAFF ASSISTANCE TO THE ABCWUA BOARD. REPRESENT THE ABCWUA AT A VARIETY OF MEETINGS INCLUDING COMMITTEES, AGENCIES AND ORGANIZATIONS, NEIGHBORHOODS AND TASK FORCES.
7. RESPONSIBLE FOR LEADING PERFORMANCE IMPROVEMENT THROUGHOUT THE ORGANIZATION INCLUDING STRATEGIC PLANNING, GOALS AND OBJECTIVES MEASUREMENT, AND PERFORMANCE MEASUREMENT.
8. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF THE ANNUAL BUDGET AND CAPITAL PLANNING. ASSIST IN LINKING AND ALIGNING PERFORMANCE IMPROVEMENT TO THE BUDGET PROCESS.
9. RESPONSIBLE FOR LEADING CUSTOMER OPINION SURVEYS, ANNUAL BENCHMARKING, AND QUALITY OPERATION IMPROVEMENT ASSESSMENTS. MONITOR AND EVALUATE THE EFFICIENCY EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES.
10. STAFF CUSTOMER ADVISORY COMMITTEE AND MANAGE THE POLICY DEVELOPMENT PROCESS IN OBTAINING INPUT FROM THE COMMITTEE TO THE ABCWUA BOARD.
11. LEAD PROCESS IMPROVEMENT PROJECTS OR SPECIAL PROJECTS RELATED TO THE STRATEGIC PLANNING PROCESS.
12. SERVE AS PROJECT MANAGER FOR PROGRAM PROJECTS ASSIGNED. PARTICIPATE IN THE DEVELOPMENT OF POLICIES, PROCEDURES, PREPARATION AND ADMINISTRATION OF PROJECT BUDGET.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN APPLICABLE LEGISLATION. INCORPORATE NEW DEVELOPMENTS, AS APPROPRIATE, INTO PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE MUNICIPAL LEGISLATIVE, POLICY AND BUDGET DEVELOPMENT PROGRAM
PRINCIPLES AND PRACTICES OF WATER POLICY DEVELOPMENT AND PROGRAM IMPLEMENTATION
GENERAL PRACTICES, SERVICES AND OPERATIONS OF UTILITIES
METHODS AND TECHNIQUES OF POLICY REVIEW, ANALYSIS, DEVELOPMENT AND MODIFICATION
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

PREFERRED SKILL/ABILITY

PROVIDE STAFF ASSISTANCE INCLUDING POLICY AND BUDGET ANALYSIS TO THE ABCWUA BOARD AND INDIVIDUAL BOARD MEMBERS
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS AND RECOMMENDATIONS
INDEPENDENTLY PERFORM THE MOST DIFFICULT LEGISLATIVE POLICY ANALYSIS
INTERPRET, EXPLAIN AND ENFORCE ABCWUA POLICIES AND PROCEDURES
RESEARCH, ANALYZE AND EVALUATE LEGISLATIVE POLICY OPTIONS AND ALTERNATIVES AND DEVELOP POLICY RESOLUTIONS
REVIEW, EVALUATE AND INTERPRET ECONOMIC, SOCIAL, PHYSICAL AND POLITICAL DATA
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD PROCESSING AND SPREADSHEET APPLICATIONS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS

WORKING CONDITIONS

OFFICE AND COMPUTER ROOM ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, FOR PROLONGED PERIODS OF TIME; ATTENDING MEETINGS OUTSIDE OF NORMAL OFFICE HOURS.