



JOB POSTING

Job Title: Governmental Affairs Coordinator

Location: Kaufman or Athens

Posting Date: 11/30/2018 until 12/10/2018

Summary

The position is responsible for developing and implementing the Cooperative's legislative and regulatory program to meet the strategic objectives of the Cooperative. This position identifies, develops and cultivates relationships with legislators, legislative candidates, public and political officials, regulatory agencies, chambers, counties, and economic development corporations. This position is responsible for identifying and reporting on legislative and regulatory activities that could have an impact on the Cooperative or the Cooperative business model. This position will require as needed, member and general public presentations, meeting with federal, state, county and city officials, developing education programs and materials, and writing reports.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Develop and implement a grassroots political action plan to allow the Cooperative to meet its strategic objectives related to legislative and regulatory affairs.
- Monitor federal, state, county and city activities that may affect the Cooperative.
- Monitor regulatory activities of the Public Utility Commission of Texas (PUCT), Electric Reliability Council of Texas (ERCOT), Federal Energy Regulatory Commission (FERC) and North American Electric Reliability Council (NERC) for regulations that may affect the Cooperative.
- Act as liaison between the Cooperative and policy makers at the federal, state, and local level.
- Advocate for the Cooperative on topics of interest as decided by the Chief Communications Officer, General Manager/CEO and/or the Board of Directors.
- Conduct periodic updates with Cooperative management and employees regarding legislative and regulatory activities affecting the Cooperative.
- Develop response strategies for legislative and regulatory activities affecting the Cooperative, keeping in mind the positions of state and national associations that the Cooperative is a part of (i.e. TEC, NRECA, and TSE).
- Promote political involvement to employees, directors and members.
- Coordinate the Cooperative's political efforts with those of the Cooperative's state and national political programs
- Develop and maintain working relationships with state and national Cooperative associations
- Develop an interactive relationship with community, civic/governmental bodies to broaden the Cooperative's public relations base.

- Assist in the planning of Cooperative meetings, such as Membership Annual Meeting, and luncheons for business leaders and legislators to assist in keeping our members informed.
- Participate in area civic clubs and organizations by becoming an active member.
- Attend conferences, hearings, legislative receptions and fund raisers.
- Follow personnel and safety policies, procedures and regulations.
- Perform any other duties as assigned by the Manager of Public Relations or General Manager/CEO.

Education

A four-year degree in political science, public administration or business administration is preferred.

Experience

A minimum of three to five years' experience in legislative or regulatory affairs may be substituted for education.

Job Knowledge

Must possess effective working knowledge and skills in the areas of Federal, State and Local Government.

Abilities

Must have strong written/verbal communication skills. Strong interpersonal skills, ability to effectively handle competing priorities and complete them in a timely manner and the ability to work independently as required. Must be able to prepare oral and written presentations of complex materials. Use of Excel, Word, Power Point, Access, Internet Explorer and Microsoft Outlook is required. Must be able to communicate to individuals and small groups. Must be able to read, write and do arithmetic. Requires weighing and measuring, analyzing data and reports, conducting research, implementing recommendations, and coordinating people and resources. Skills in developing plans, procedures and goals required. Must be able to present information to others and work well under stress. Must be able to remain insured as a driver by the Cooperative's group liability policy.

Working Conditions

Must be able to work evenings and weekends. Will occasionally require travel outside the cooperative service area. General office environment with some outdoor assignments as required.

Physical Requirements

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer and printer. Hazards include electrical and mechanical. Some exposure to dust and dirt.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

Internal candidates are to notify the Human Resources Department of their interest. External candidates may complete the electronic employment application found at www.tvec.net or at any TVEC office.