



OPEN POSITION ANNOUNCEMENT!

Local Government Affairs Manager - Full Time – 40 hours/week

Open until filled. Issued: 7/19/2023

San Diego County – hybrid work schedule set by SDCP

About the role: San Diego Community Power (SDCP) is seeking an experienced government affairs professional to join our growing Public Affairs team as a Local Government Affairs Manager. The Local Government Affairs Manager will assist in development and execution of government relations strategy, work with local legislative bodies, elected officials, tribal, and/or quasi-governmental agencies. The Government Affairs Manager will be expected to establish/maintain external relationships with government officials as well as work to further the strategic objectives of San Diego Community Power and Community Choice Aggregation. This role involves direct communication with community-based organizations, political staff and local leaders.

WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

Our culture is built on open communication, accountability, and curiosity. We are a growing team whose key premise is trust, collaboration, and connection with each other and the communities we serve. We are responsive and work smart to achieve high goals.

OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide

equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Establish and maintain external relationships with local government officials and their staff.
- Monitor, attend and report on local legislative briefings and committee hearings for SDCP's member agencies and other local public agencies on an as-needed basis.
- Analyze local policies, legislation and regulations and make recommendations on pursuit of policies to advance SDCP's mission and vision.
- Draft support letters, position papers and talking points to advance SDCP's local legislative and political priorities.
- Cultivate relationships with local stakeholders and organizations to support local SDCP policy priorities.
- Act as the liaison to the regional Tribal Authorities located within San Diego County.
- Join local trade associations and industry committees and seek leadership roles.
- Testify before government committees in support of the organization and/or Community Choice Aggregation.
- Introduce legislative and public policy changes that will support SDCP mission and vision.
- Establish key performance indicators and reporting tools to measure the progress and/or success of local government engagement.
- Other duties/responsibilities as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in an applicable area (public policy, communications, pre-law, etc.)
- Excellent verbal and written communication skills
- Ability to work cross-functionally
- Excellent interpersonal and negotiation skills
- Quick-thinking and adaptable
- Strong government contacts at the local level
- Strong analytical and problem-solving skills
- Proven knowledge of and skill in using various computer software and database systems (e.g., Microsoft Word, Excel, PowerPoint, Outlook, MS Teams etc.). Proven ability to create and manipulate spreadsheets for tracking and reporting purposes. Comfort using virtual meeting systems.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

At least five (5) years of local government affairs or municipal policy experience in the San Diego region. Prior experience in a legislative office (local, Congressional, or state) or other experience directly related to staffing an elected official preferred.

WORK ENVIRONMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Also, will require local travel ability to attend publicly noticed meetings outside of traditional work hours and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. **SDCP requires employees to be fully vaccinated for COVID-19.**

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code (“COI”). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation:

Salary Range: The position salary range is: **\$121,190 to \$163,643; with exact compensation to be determined by SDCP, depending upon experience.**

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP provides health subsidy support towards the employee elected coverage. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee’s Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply:

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER