

Title: Manager of Legislative and Regulatory Relations
PG: 63
Status: Non-Civil Service
Position Reports to: Associate General Manager – General Services
Department: Lakeland Electric

Class Code: 2232
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position is a highly responsible professional position responsible for representing the utility and providing the interface for Lakeland Electric with state and local governmental officials, elected and appointed. This position will serve as the utility interface with the City Public Information Office to ensure message consistency. The position will direct and coordinate the utility-wide benchmarking and annual reporting function.

ESSENTIAL FUNCTIONS:

1. Keeps abreast of all current political issues at the local, state and federal level in order to represent the utility's interests.
2. Analyzes existing and proposed legislation, policies and services to ensure their equitability and responsiveness to Lakeland Electric and its consumer interests.
3. Monitors Lakeland Electric's compliance with federal and state regulations. Reviews and updated Lakeland Electric policies as laws change.
4. Interprets and disseminates information on regulatory matters. Handles and interfaces with appropriate departments on regulatory submittals.
5. Communicates current state of legislative issues to the department management and recommends the utility's position based on our vision, mission, and strategies.
6. Develops and updates compliance issues as needed.
7. Presents information on status of legislative information.
8. Serves as liaison to local and state regulatory agencies to build consensus and strengthen rapport in support of Lakeland Electric's strategic direction, mission and goals.
9. Interfaces with key decision makers to influence outcomes to benefit Lakeland Electric's interests.

ADDITIONAL RESPONSIBILITIES:

1. May assist with regulatory and compliance training.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Maintain an advanced knowledge of trends affecting the industry in political and legal areas.
2. Knowledge of regulations within the utility industry.
3. Strong verbal, written, public speaking and interpersonal skill.
4. Skill in using personal computers and the internet.
5. Ability to interpret regulations and laws and disseminate information.
6. Ability to establish priorities, deal successfully with multiple priorities, and meet deadlines.
7. Ability to identify problems and recommend and/or take appropriate corrective action.
8. Ability to represent the utility effectively in a variety of settings with demonstrated understanding and appreciation for the industry.
9. Ability to work in a political environment and deal with sensitive and/or potentially volatile issues calmly and effectively.
10. Ability to soundly advise City and utility decision-makers.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in political science, business administration or related field.
2. Five (5) years experience in a public relations, legislative affairs or legal position.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
3. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must maintain a valid state of Florida driver's license.
2. Must maintain a valid contact phone number.
3. Must be able to travel extensively for extended periods of time.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.