

**Title:** Director of Legislative and Regulatory Affairs

**PG:** \*

**Status:** Non-Civil Service

**Position Reports to:** General Manager

**Department:** Lakeland Electric

**Class Code:** 1075

**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

Under the guidance of the General Manager of Lakeland Electric, this appointed position will serve as Lakeland Electric's legislative and regulatory representative by keeping abreast of all current political and regulatory issues and proposals. The individual in this position will develop strategy for regulatory and legislative issues to benefit Lakeland Electric and the consumers and owners thereof.

**ESSENTIAL FUNCTIONS:**

1. Keeps abreast of all current political issues at the 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. Assures Lakeland Electric's compliance with federal and state regulations. Reviews and updates Lakeland Electric policies as laws change.
4. Interprets and disseminates information on regulatory matters. Handles and interfaces on regulatory submittals.
5. Communicates current state of legislative issues to the General Manager and recommends the utility's position based on our vision, mission, and strategies.
6. Develops and updates compliance issues with Business Units as needed.
7. Presents information to the General Manager, City Commission and Business Unit Directors on status of legislative information.
8. Serves as liaison to 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. Computer and internet literate.
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, and routine keyboard operations.

**Title:** Director of Legislative and Regulatory Affairs

**Class Code:** 1075

**PG:** \*

**Date:** 09/08

**Status:** Non-Civil Service

**Position Reports to:** General Manager

**Department:** Lakeland Electric

The job risks exposure to no significant environmental hazards.

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 law school or 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 specific requirements may be substituted.

**SPECIAL REQUIREMENTS**

1. Must possess and maintain a valid State of Florida Driver's License.
2. Must travel extensively for extended periods of time. (May reside in Tallahassee, reducing travel requirements)
3. 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.