

## JOB ANNOUNCEMENT

**Position:** Government Affairs Manager  
**Division:** Public Affairs  
**Rate:** TBD

**FLSA:** Exempt  
**Posted:** March 13, 2020  
**Application Deadline:** Until Filled

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### Summary:

The Government Affairs Manager is responsible for coordinating, strategizing and managing the Pittsburgh Water and Sewer Authority's governmental and legislative affairs activities. This includes building, maintaining and advancing relationships with elected officials, governmental agencies and authorities, and regional municipalities. This position will report directly to the Senior Manager of Public Affairs, with frequent coordination with other internal departments such as Engineering, Legal, and Finance. Extensive contacts both within and outside of the PWSA are required to perform the responsibilities of the position. Occasional overnight travel to Harrisburg, PA and Washington, D.C. will be required.

### Duties:

- Proactively engage elected officials and stakeholders to educate them on key initiatives and progress.
- Develop legislative strategies to advance the Authority's strategic and capital plans.
- Track state and federal legislation and regulations impacting the operations of the Authority. Keep senior leadership informed and develop official policy positions.
- Draft testimony. Seek opportunities for PWSA to participate in public hearings regarding pending legislation.
- Identify and pursue state and federal funding opportunities.
- Assist in preparation and delivery of presentations to the public and the PWSA Board of Directors on related issues.
- Represent the Authority by actively participating in associations and public events.
- Serve as intergovernmental liaison for assigned projects and programs.
- Manage and direct contract lobbyist activities on behalf of the Authority.
- Performs other duties as assigned by the Senior Manager of Public Affairs.

### Background:

- Expert knowledge of Commonwealth of Pennsylvania and City of Pittsburgh government operations at all levels.
- Persuasive oral and written communicator comfortable presenting to small and large groups.
- Ability to draft and analyze legislation.
- General knowledge of engineering and project management practices related to municipal authorities.
- Knowledge of local municipal utility/agency procedures, policies, operations and key stakeholders.
- Strong interpersonal skills to cultivate positive relations with other departments, agencies, consultants, and the public and to advance the Authority's goals.
- Familiarity with strategic communications best practices.
- Comfortable working in a fast-paced and evolving work environment.

### General Requirements:

In order to be considered eligible for this position, the application must clearly show a bachelor's degree in Political Science, Public Administration, Public Policy or related field from an accredited college or university. Ideal applicants will have at least eight years of relevant professional experience.

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. The position may require evening and weekend hours.

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**Physical Demands and Working Conditions:**

The employee will be required to complete routine office work in a standard office setting. They also must regularly lift or move up to 20 pounds.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

**Applications:**

Application forms are available online at [www.pgh2o.com/about-us/careers](http://www.pgh2o.com/about-us/careers) or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to [HR@pgh2o.com](mailto:HR@pgh2o.com), by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority  
ATTN: Human Resources  
1200 Penn Avenue  
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

*You may be considered for other available positions based on qualifications provided on your employment application.*

**An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*