



APRIL 2016
FLSA: EXEMPT

PUBLIC AFFAIRS SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, supervises, assigns, reviews, and participates in the work of staff responsible for the development and administration of public affairs programs and activities having significant District-wide impact including internal/external communications and strategy, legislative advocacy, media relations, graphics, copy writing, and community outreach. Coordinates assigned activities with other District departments and outside agencies; ensures work quality and adherence to established policies and procedures; provides complex administrative support to the General Manager, Assistant General Manager, and Board of Directors; performs the most technical and complex tasks relative to assigned areas of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Public Affairs division that exercises independent judgment on diverse and specialized public affairs functions and has significant accountability and ongoing decision-making responsibilities associated with the work. Assists management in organizing and directing the operations of major public affairs functions having District-wide impact. Incumbents organize and oversee day-to-day public affairs program administration and are responsible for providing professional-level support to management in a variety of areas. Responsibilities include oversight of one or more functions in addition to analysis and report preparation activities. This class is distinguished from the Principal Public Affairs Specialist in that the latter only exercises functional and technical leadership and does not have formal supervisory authority.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for public affairs programs and activities having significant District-wide impact including internal/external communications and strategy, legislative advocacy, media relations, graphics, copy writing, and community outreach.
- Establishes schedules and methods for providing a wide spectrum of public affairs services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and

- improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of public affairs staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Reviews the work of contractors, consultants, and vendors providing services that have District-wide impact.
- Participates in the preparation and administration of the public affairs program budget; submits budget recommendations; monitors expenditures.
- Performs the most technical and complex tasks of the work unit including preparing analytical and statistical reports on operations and activities and developing correspondences and memoranda; makes presentations to District employees and management regarding public affairs programs and activities.
- Responds to other departments' requests regarding related programs and requests for other information.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public affairs; researches emerging trends and enhancements and their applicability to District needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Advanced principles, practices, and techniques of public affairs programs.
- Advanced principles and applications of critical thinking and analysis.
- Principles and practices of budget development, administration, and accountability.
- Methods and techniques of conflict resolution and negotiation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with elected officials and their staff, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict through workable solutions and alternative approaches.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and in decision-making and problem-solving.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the District in meetings with elected officials and their staff, governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ensure adherence to safe work practices and procedures in the workplace.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from an accredited college or university, with major coursework in communications, business or public administration, or a related field; AND,
2. Six (6) years of responsible work experience in communications, business or public administration, or a related field, including four (4) years at a level comparable to a Principal Public Affairs Specialist or equivalent, or two (2) years of lead or supervisory experience.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.