



# JOIN OUR TEAM

## Opening for Regulatory Affairs Manager

**Who we are:** The Washington Public Utility Districts Association is a non-profit trade organization formed in 1936 to support Washington State's not-for-profit, community-owned public utility districts, which provide energy, water, wastewater, and telecommunications services to more than 2.3 million people in more than 28 counties across Washington. Our members include 27 public utility districts and one joint-action agency, Energy Northwest.

**What we do:** WPUDA represents PUDs in state, regional, and national legislative and regulatory processes. In addition, WPUDA provides policy analysis, education, training, and a forum for information sharing and networking for member PUDs.

**Employment Opportunity:** WPUDA is adding a new position to our dynamic team. The Regulatory Affairs Manager will monitor, research, analyze, advise, and coordinate input on regulatory issues affecting WPUDA and its members.

### TO APPLY:

- Send cover letter and resume to Jamie Hanny, Business & Financial Manager, [jhanny@wpuda.org](mailto:jhanny@wpuda.org).
- First review of applications is June 7, 2024.
- The position is open until filled.

For more about WPUDA and public utility districts visit [www.wpuda.org](http://www.wpuda.org)

WASHINGTON PUBLIC UTILITY DISTRICTS ASSOCIATION

**WPUDA**  
YOUR connection

**Washington Public Utility Districts Association**  
**Job Description**

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**Regulatory Affairs Manager**

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**I. POSITION DESCRIPTION**

The Regulatory Affairs Manager will coordinate with WPUDA policy staff, member PUDs and allied organizations to protect and advance the interests of WPUDA member utilities. The Regulatory Affairs Manager has the responsibility to monitor, research, analyze, advise, and coordinate input on regulatory issues affecting WPUDA and its members. Regulatory issues include but are not limited to actions by the legislature, executive branch agencies of federal and state government, and various government boards and commissions that affect WPUDA members.

**II. RESPONSIBILITIES**

1. Advise the Executive Director and Policy Director on state, regional and federal regulations and associated policies that affect WPUDA members.
2. Research and monitor government activities and identify those that affect WPUDA members.
3. Provide analysis on state and federal regulations on energy, water, telecommunications, and other issues affecting PUDs.
4. Work collaboratively with appropriate WPUDA staff and WPUDA members to assess the consequences of regulatory proposals and develop the association's positions and input into regulatory processes.
5. Build and maintain professional relationships with federal and state entities that are responsible for developing and implementing rules and regulations affecting PUDs.
6. Coordinate with WPUDA staff, contracted lobbyists, and consultants on regulatory processes.
7. Collaborate with various stakeholders to build areas of common interest and coordinate communications including formal comments and input into regulatory processes.
8. Report on issues to various WPUDA committees and to the Board of Directors.
9. Provide the Association membership with resource services - such as consultation on technical issues, organizing and moderating workshops, disseminating pertinent energy, water, and telecommunications issues, information, etc.
10. Attend a variety of technical and policy meetings on behalf of WPUDA.
11. Serve as key staff to WPUDA committees as designated by the Executive Director.
12. Provide information for use by WPUDA in its publications and other communications.
13. Other duties as assigned by the Executive Director.

**III. EXPECTATIONS/STANDARDS**

**Education/Experience:**

Experience within or knowledge of the utility industry, and the state legislative and rulemaking processes. A bachelor's degree in economics, political science, public administration, engineering or equivalent field from an accredited college or university and three years of related work experience is preferred. Work experience in lieu of educational requirements will be considered. An advanced degree is desirable.

**Skills:**

- Ability to use independent and discretionary judgement to analyze and solve problems and identify opportunities.
- Working knowledge of regulatory and rulemaking processes.
- Excellent organizational, time management and communication skills, both verbal and written; including ability to effectively communicate with diverse stakeholders.
- Excellent interpersonal and negotiation skills.
- Ability to analyze and interpret complex written documents.
- Strong analytical, research and problem-solving skills.
- Proficient in use of analytical tools.
- Ability to lead and effectively engage in work groups.
- Self-motivation and good judgment with a strong ability to initiate problem solving actions.
- Ability to prepare materials to meet strict timelines.
- Ability to effectively engage with elected and government officials in a public setting.

<b>Location:</b>	Olympia
<b>Work Status:</b>	Exempt, Fulltime
<b>Travel:</b>	Some travel required (mainly WA and OR)
<b>Supervisor:</b>	Executive Director
<b>Staff Supervision:</b>	None

**Salary and benefits:**

Salary range: \$100,000 - \$145,000 annually.

Benefits package includes family medical, dental and vision insurance, life insurance, long-term disability, short term disability, phone allowance, 401K plan, vacation and sick leave.