

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Deputy Director III	Working Title: External Affairs Chief
Class Code: 1632	Salary Group: B35
FLSA Status: Executive, Exempt	EEO Category: Administrative
Division: Executive Director	Supervisor: Executive Director

GENERAL DESCRIPTION

Perform highly advanced public relations, communications, and external affairs strategy development, coordination, and managerial work. Work involves specialized knowledge of government relations and communications, state government, strategic planning, and state agency administration. Work closely with the executive director on the day-to-day operations of the external-facing divisions of the agency. Work includes organizing, planning, and coordinating division operations and external communications to achieve maximum efficiency in the operations of the Commission. Plan, assign, and supervise the work of others. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Plan, organize, and coordinate the functions of the external-facing divisions of the agency.
- Develop and implement public relations and communications strategies.
- Evaluate operations and procedures of the external-facing divisions and present recommendations for revisions as necessary.
- Ensure that the agency adheres to agency goals and objectives.
- Responsible for the staffing, employee development, and training programs for the external-facing divisions of the agency.
- Establish program area division goals and objectives; develop and approve schedules, priorities, and standards for achieving goals; and direct evaluation activities.
- Provide counsel and advice to the Executive Director regarding all external-facing programs and activities of the agency to ensure Commission objectives are met and good management practices are applied at all levels of supervision.
- Participate in development and implementation of the agency's Strategic Plan and Legislative Appropriations Request.
- Participate in activities related to the legislative process including conferring with the Executive Director to determine policy and legislative priorities; analyze proposed legislation; and oversee the implementation of legislative changes.
- Represent the agency in meetings with legislators, legislative staff, and other legislative liaisons; may provide testimony before legislative committees.
- Represent the agency and maintain liaison with other state agencies with regard the program area divisions of the agency; represent the agency in planning and negotiating with these groups; and participate in conferences and serve on committees.
- May act on behalf of the Executive Director in his or her absence.
- Perform directly, or through delegation, any other duties directed by the Commissioners or the Executive Director.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four (4) year college or university, with an emphasis in business, public administration, communications, public relations, or related field, or graduate degree in business, law, communications, public relations, or related field.
- Seven (7) years' experience in communications, government relations, public relations, external affairs, or related field.
- Seven (7) years' experience in a position responsible for managing or supervising the work of others.

PREFERRED QUALIFICATIONS

- Experience in strategic planning, rapid response communications, and process improvement.
- Experience in communications, government relations, public relations, and external affairs.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must possess the required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed satisfactorily.

- Knowledge of the legislative process, government relations, public relations, and communications.
- Ability to direct and organize program activities; to establish program goals and objectives that support the agency strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of agency policies and procedures; to prepare concise reports; to make presentations; and to plan, assign, and supervise the work of others.
- Ability to communicate effectively with external stakeholders and the Legislature.
- Ability to prioritize workload and work efficiently.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY

- This position is eligible for telecommuting up to three (3) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.