BUILDING INDUSTRY ASSOCIATION OF SAN DIEGO COUNTY

JOB DESCRIPTION

Senior Public Policy Advisor

The Senior Public Policy Advisor is responsible for analyzing all relevant local government regulatory, land use planning, policy, water policy, fee, and code-related issues and assisting the BIA’s Public Policy Council and its various legislative committees with developing industry positions and strategies for effecting outcomes on proposed legislative and regulatory actions on behalf of the industry.

The major responsibilities areas for this position are:

1. Track, review, and analyze the impacts to the development industry of proposed regulations, legislation, policy, land use planning, code, and fee-related proposals.
2. Inform the BIA Public Policy Council (PPC) and its various legislative committees of proposed legislative and regulatory changes and seek direction on the appropriate industry response.
3. Provide staff assistance to the PPC in the formation of industry policy positions and strategy implementation.
4. Represent and advocate on behalf of the development industry in various government regulatory and legislative processes based on formal PPC and legislative committee direction.
5. Coordinate advocacy and representation with the BIA Communications Department.
6. Pro-actively advocate on behalf of the industry based on established PPC policy and strategy.

Specific Responsibilities

- Staff the following BIA standing committees: Stormwater Task Force; North County Legislative Committee; and City County Legislative Committee (cooperating with VP of Government Affairs)
- Staff the following Working Groups: San Diego Gas & Electric; San Marcos; Encinitas on others as needed
- Responsible for all water related issues: potable, wastewater, greywater, reclaimed water and stormwater
- Serves as the industry representative on the Integrated Regional Water Management Regional Advisory Committee (IRWM RAC)
- Serves as industry representative on the Water Reliability Coalition
• Coordinate collaborative relationships with: Regional Water Quality Control Board, all cities north of SR-56 (staff as well as elected officials); NCTD; North County allied Trade Associations; and all water/sewer and school districts in San Diego County
• Send out yearly Timely Notification letters to all cities in and the County of San Diego, all school districts and all Sewer and Water Districts
• Oversee/coordinate the Annual Fee Survey
• Assist with Housing Affordability policies, especially in north San Diego County
• Provide “grassroots” political data back to VP of Govt. Affairs to forward to PCC and BIA PAC

Relationships

• The Senior Public Policy Advisor reports to the Vice President of Government Affairs and the President & Chief Executive Officer.
• Ultimate accountability lies with the Chief Executive Officer.
• The Senior Public Policy Advisor works with the Public Policy Council and its various legislative committees through formal meetings and periodic daily to weekly correspondence in an effort to advance the industry position and strategy for various legislative/regulatory issues facing the industry.

Experience:
The Senior Public Policy Advisor should have extensive experience with land use, regulatory, fee and code-related issues that affect development projects. Ideal background/previous employment experience is project management experience for a development company or a land use/environmental consulting firm.

Education:
Minimum: Bachelors of Science of Bachelors of Arts from an accredited four-year university, or equivalent work experience.

Technical Skills:
• Public Speaking
• Formal Letter Writing and Report Writing Skills
• Computer Skills: MS Word, MS Excel, MS PowerPoint, Mapping Tools (GIS, etc.)
• Ability to comprehend technical diagrams, data, formulas and codes
• Familiarity with the structure and content of various land use and code-related documents and processes

Submit Resumes to Nancy Diamond nancy@biasandiego.org
Building Industry Association
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