



## Job Opening

Continental Divide Electric Cooperative, Inc., is now accepting applications for the position of **Government Affairs Specialist** in our Grants Office. Applications will be taken through 5:00 pm July 25, 2025.

The Government Affairs Specialist evaluates proposed legislation, offer testimony, and communicates with local, state, tribal, and federal lawmakers and regulators to ensure they support the Cooperative's innovation initiatives, and that the Cooperative complies with rules, orders, laws, and other regulatory mandates. The Specialist keeps Co-op Management and Board of Directors informed on new and emerging government and industry regulations and rules and provides analysis of their impact on Co-op operations and policies. Must be proficient in Word, Excel, and Outlook and have strong written/verbal communication and persuasive presentation skills. Ability to negotiate and adapt communication style to different situations and ability to read, analyze and interpret data, reports, and legal documents are a must. Position requires research and coordination of people and resources. Must possess skills to develop plans, procedures, and goals, give attention to detail and high level of accuracy and able to work within deadlines.

**EDUCATION:** Bachelor's degree in accounting, business administration, economics, law, or related degree preferred.

**WORK EXPERIENCE:** Previous accounting experience for an electric utility or telecommunications provider helpful but not required.

**JOB KNOWLEDGE:** Knowledge of the electric and/or telecommunication utility fields, as well as cooperative business principles.

Must possess a valid driver's license.

Applications can be found online at [cdec.coop](http://cdec.coop). Please email applications or resumes to [rgalindo@cdec.coop](mailto:rgalindo@cdec.coop) or fax to 505-287-2234. CDEC is an Equal Opportunity Employer.



## **Job Description: Government Affairs Specialist**

### **I. DEPARTMENT OBJECTIVE**

The objective of Government Affairs is to influence energy and telecommunications policy and regulatory framework at all levels. The Government Affairs Manager and Specialist evaluate proposed legislation, offer testimony, and communicate with local, state, tribal, and federal lawmakers and regulators to ensure they support the Cooperative's innovation initiatives and that the Cooperative complies with rules, orders, laws and other regulatory mandates.

### **II. RESPONSIBILITIES OF THE GOVERNMENT AFFAIRS SPECIALIST**

1. Influence government affairs and legislative interests in the energy and telecommunications sectors as they relate to the Cooperative.
2. Serve alongside the Government Affairs Manager as points of contact for interactions with lawmakers and regulatory agency staff on significant issues and proceedings as they relate to the Cooperative.
3. Engage with regulatory agency staff, the New Mexico Energy, Minerals and Natural Resources Department and others.
4. Build and maintain strong relationships with industry stakeholders (state legislators, regulators, other authorities, and fellow utilities).
5. Analyze current energy and telecommunications policies and strategies.
6. Develop future policies and strategies that are in the best interest of the communities collectively served.
7. Advance energy and telecommunications policies through state legislation and utility regulation via procedural engagement and network of stakeholders.
8. Create and provide regulatory affairs guidance for regulatory pleadings, testimony, and other filings. Present positions orally and in writing before regulatory agencies.
9. Review responses to requests and regulatory filings by regulatory authorities, including the New Mexico Public Regulation Commission (PRC) and Federal Communications Commission (FCC); provide regulatory expertise and guidance to other Departments concerning potential regulatory treatments and procedures; participate in the development of appropriate regulatory strategies.
10. Actively participate in PRC regulatory matters, including rate cases, operational and complaint dockets, and enforcement proceedings.
11. Provide guidance and consultation on regulatory accounting and rate tariff interpretation.
12. Keep the Cooperative's Management and Board of Directors informed on new and emerging government and industry regulations and rules and provide analysis of their impact on the Cooperative's operations and policies.



### **III. DUTIES OF THE GOVERNMENT AFFAIRS SPECIALIST**

1. Inform the Government Affairs Manager and other Cooperative Managers on all pertinent government affairs and regulatory matters.
2. Maintain the Cooperative's compliance with applicable laws, regulations, policies and procedures, standards and other rules issued by governments and regulatory bodies.
3. Participate in scheduled PRC agendas and meetings and report on each meeting with a summary of the matters discussed.
4. Coordinate with Department Managers to obtain information needed for compliance filings.
5. Collaborate with the Government Affairs Manager and other Department Managers to develop legislative strategies and lobbying efforts.
6. Review potential regulatory filings; coordinate responses to PRC data requests; provide Cooperative Departments with expertise and guidance concerning potential regulatory treatments and procedures; participate in the development of appropriate regulatory strategies.
7. Analyze and interpret complex local, state and federal regulations and communicate their impact to key personnel.

### **IV. RELATIONSHIPS TO THE GOVERNMENT AFFAIRS SPECIALIST**

1. The Government Affairs Specialist reports directly to the Member Relations and Government Affairs Manager.
2. Works directly with other Department Managers to communicate government affairs and regulatory matters and gather information needed for filings concerning energy and telecommunications regulation.
3. Involve staff from other departments on government affairs and regulatory matters as needed or instructed.

### **IV. POSITION REQUIREMENTS**

- A. **EDUCATION:** Bachelor's degree in accounting, business administration, economics, law, or related degree preferred.
- B. **WORK EXPERIENCE:** Previous electric utility or telecommunications provider accounting experience helpful but not required.
- C. **JOB KNOWLEDGE:** Knowledge of the electric and/or telecommunication utility fields, as well as cooperative business principles.



# CONTINENTALDIVIDE

AN ENERGY & TELECOMMUNICATIONS COOPERATIVE

- D. ABILITIES AND SKILLS: Proficient in Word, Excel and Outlook. Strong written/verbal communication and persuasive presentation skills. Able to negotiate and adapt communication style to different situations. Able to read, analyze and interpret data, reports and legal documents. Conduct research and coordinate people and resources. Attention to detail and high level of accuracy. Skills to develop plans, procedures and goals. Able to work within deadlines.
- E. WORKING CONDITIONS: Regular office work and hours with additional hours as may be required. Some travel, mostly within the Cooperative's service area and Santa Fe.
- F. PHYSICAL REQUIREMENTS: Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Light lifting of up to 50 pounds. Able to sit up to 2/3 of the time and to stand, walk, and stoop up to 1/3 of the time. Good vision and ability to adjust focus is required. Manual dexterity is required. Must occasionally lift and/or move up to 10 pounds. Able to use office equipment such as a copier, computer and printer.