

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

| | | | |
|------------------------------------|------------------------------------|----------------------------------|----------------------------------|
| Classification Title: | <u>SENIOR RESOURCE SPECIALIST</u> | | |
| Bargaining Unit: | <u>03- Supervisors Association</u> | | |
| Class Code: <u>932</u> | Grade: <u>59</u> | EEOC Category: <u>B</u> | Overtime Exempt: <u>Y</u> |
| Typical Career Progression: | <u>Pr. Resource Specialist</u> | <u>/ Sr. Resource Specialist</u> | <u>Resource Specialist</u> |
| | <u>Assoc. Resource Specialist</u> | <u>Asst. Resource Specialist</u> | <u>Jr. Resource Specialist</u> |
| | <u>/</u> | <u>/</u> | <u>/</u> |
| Division(s): | <u>Planning and Resources</u> | <u>/</u> | <u>/</u> |
| | <u>/</u> | <u>/</u> | <u>/</u> |
| Reports to: | <u>Pr. Resource Specialist</u> | <u>/ Principal Engineer</u> | |
| | <u>/</u> | <u>/</u> | |
| | <u>/</u> | <u>/</u> | |

JOB SUMMARY

Supervise a section that provides technical and administrative expertise, including analysis, policy development, administration and program implementation for a major water resource program or serve as a technical expert for a highly specialized and complex water resource program area to ensure that Metropolitan has sufficient water supplies to meet the agency’s near and longer-term needs. Programs may be related to water transfer, exchange, environmental resource mitigation and planning, storage, and/or conservation, and groundwater quality and protection. Ensure that the level of service and support provided meets project, program, division, and Metropolitan standards and objectives for quality, efficiency, productivity, and technical sophistication and integrity.

ESSENTIAL FUNCTIONS AND EXPECTED RESULTS

1. Supervise all activities related to area of expertise, including development and monitoring of budgets and oversight of consultants to ensure that responsibilities are accomplished efficiently and that results meet all Metropolitan and external standards for quality, technical integrity, and compliance with applicable policies, rules, regulations, and laws.
2. Serve as project team member and/or team leader for major projects that may encompass substantial capital improvements; special local, regional or state-wide task forces; and joint ventures with member agencies and other external entities ensuring the successful completion of project plans. Supervise the allocation of project resources to meet cost and efficiency standards.

3. Supervise the development and implementation of water transfer, environmental resource mitigation and planning exchange, storage and/or conservation programs and groundwater studies; conduct economic, technical, financial, and legal analyses related to these programs. Draft and review approval documents, environmental reviews, and other legal, regulatory and technical documents for compliance with Metropolitan and external standards, guidelines, and objectives. Participate in the negotiation of program conditions to ensure reliable supplies at the most cost-effective and beneficial terms for Metropolitan.
4. Prepare and administer contract agreements for resource studies with specialized consultants to augment Metropolitan's knowledge in non-routine, scientific matters.
5. Develop short- and long-term water resource policies, strategies, and procedures to increase Metropolitan's water supply reliability through water transfer, environmental resource mitigation and planning exchange, storage, and conservation programs and groundwater studies to ensure compliance with legislative and regulatory agency requirements.
6. Analyze state and federal legislation related to area of expertise to develop alternative responses; advise management on ways to enhance the achievement of Metropolitan's strategic objectives for water resource development.
7. Provide technical support to other employees within the division and Metropolitan and to external representatives to ensure that actions taken by others are in compliance with objectives, guidelines, and policies related to area of expertise.
8. Develop or assist in the development of computer modeling tools to conduct forecasting analyses, develop pricing scenarios, analyze capital improvement options, and evaluate other related plans and objectives to ensure that the information necessary for determining strategic directions related to water resource planning is available to Metropolitan management.
9. May supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
10. Perform other related duties as required.

OTHER FUNCTIONS AND EXPECTED RESULTS

11. Make presentations at professional conferences and trade organizations in order to communicate Metropolitan activities in area of responsibility.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited college or university, majoring in Business Administration, Economics, Environmental Sciences, Urban Planning, Geology, Geography, Hydrology, or other directly related field, and 8 years of progressively responsible experience in policy development, project management, resource negotiations, and development and implementation of solutions to complex problems related to water resources, 1 year of which must have been at a supervisory level for supervisory positions.

Licenses/Certification

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- General management/supervisory concepts and techniques (J)
- Budgetary concepts and procedures (J)
- Water transfers and exchanges (E)
- Public policy and government regulations (E)
- Project management (J)
- Water resource policy interpretation and development (E)
- Environmental resource mitigation and planning (J)
- Water conservation programs (J)
- Groundwater treatment technology (J)
- Water resources and hydrogeology (J)
- Environmental regulations relevant to area of expertise (J)

Skill and ability to:

- Manage a diverse workforce
- Manage complex projects involving water transfer, exchange, environmental resource mitigation and planning, and storage agreements with outside agencies and authorities
- Manage studies relating to groundwater protection and groundwater quality conditions
- Prepare detailed project plans and reports
- Effectively communicate orally and in writing
- Conduct complex problem-solving related to water resource and storage issues
- Prepare and deliver clear, concise, well-organized, and interesting presentations to a wide variety of audiences having varying levels of technical knowledge
- Work at a computer terminal, requiring attention to detail
- Assist in negotiating with representatives of external agencies to secure and manage agreements having significant impact on the organization
- Establish effective, cooperative working relationships with all levels of representatives of government, member agencies, and the public
- Travel to various and remote sites within Metropolitan's service area or other areas as required

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget
- Cost containment
- Productivity measures within area of responsibility
- Internal and cross functional teamwork
- Customer satisfaction
- Mutually beneficial working relationships with potential water sellers, member agencies, and regulatory and government agencies
- Project management
- Employee development to meet Metropolitan near- and mid-term needs
- Selection and retention of workforce to meet diversity objectives
- Efficiency measures for the management of water resources
- Protection of groundwater resources
- Groundwater quality

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope (for supervisory positions)

- Small work group of less than 10 employees

Project management examples:

- Draft legislative revisions to the Urban Water Management Planning Act in close coordination with member agencies and the Department of Water Resources. Present and explain detailed revisions to legislative committees of the California Municipal Utilities Association and the Association of California water Agencies for possible joint sponsorship in the 1995 Assembly.
- Manage research and development of biological denitrification for treating groundwater contaminated with nitrogen. Administer agreement providing financial support for the project. Establish liaison with Department of Health Services.
- Evaluate the impact of new drinking water regulations on water supply in Metropolitan's service area utilizing a sophisticated mathematical approach.
- Prepare complex studies and environmental protection strategies and documentation.