



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR BOARD SPECIALIST

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 50 Job Code #: YC07
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JOB SUMMARY

This is the advanced journey level performing Senior Board Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Board Executive Secretary.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Maintains appointment calendar for Board of Directors; schedules/coordinates meetings and appointments; makes room arrangements; provides pertinent information; makes business travel arrangements; and prepares Director's expense reports.
2. Types, edits, and composes a variety of letters, memoranda, reports, charts, tables, forms, etc.; prepares agendas; transcribes minutes; composes documents from handwritten or verbal instructions; reviews documents for completeness and accuracy including proper format, grammar, spelling, punctuation, and adherence to policy and procedure; extracts and compiles data and other information for reports; and copies and distributes information.
3. Receives and screens phone calls and visitors; prioritizes and routes as appropriate; obtains and/or gives information; answers routine inquiries; and explains or clarifies policies and procedures.
4. Coordinates the work of all Board Committee coordinators in their respective areas; reviews matrix and gathers all documents and letters; and prepares packets for executive review team meetings.
5. Prepares and schedules Board letter dry runs with appropriate staff and management.
6. Assists with the development of verbal and written reports and presentations; and prepares summaries of reports, memoranda, and documents for Board of Director, Member Agency, and Public review.
7. Collects data and completes research projects; analyzes issues and concerns and recommends innovative solutions.
8. Conveys information between executive manager and directors, member agency representatives, officials, and staff.
9. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or three years as a MWD Analyst III level in the related field (effective through June 2015).

Required Knowledge of: Board Letter Process, current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, and computers; filing systems, business correspondence, report writing procedures, policies and operations with respect to functions performed; English usage, spelling, grammar, and punctuation.

Job Title: Senior Board Specialist

Job Code: YC07

Adopted: 10/27/08

Revised: 01/2010

Supersedes: 10/27/08

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Required Skills and Abilities to: Independently perform complex administrative tasks; organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; maintain confidentiality and use independent judgment; maintain and update records and files, including a wide variety of office records and reports of some complexity; assess and set daily work priorities; business systems, and proficient in the use of Microsoft Office software; operate office equipment including computers and relevant supporting applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.