



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

RESOURCE SPECIALIST

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 55 Job #: YA98
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JOB SUMMARY

This is the advanced journey level position performing Resource Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist responsible for planning, conducting, coordinating, and monitoring complex resource studies and programs. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing a variety of unusual conditions, problems, or questions. Positions at this level draft strategies for addressing pertinent resource issues and litigation that impact Metropolitan. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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. Plans, analyzes, develops, and implements water management or power related programs which may include conservation, exchange and transfer agreements, reclamation, supply and demand, revenue and cost, forecasting, operational analyses, economic and demographic studies, and projects.
2. May design, create, maintain, and operate water resource planning or power models. May create and maintain databases and tools used to assist in the evaluation of forecasting supplies and demands, statistical analyses, and other studies.
3. Prepares and reviews reports, technical documents, and studies to determine the impact on Metropolitan; makes recommendations to management on potential courses of action.
4. Prepares Board letters and makes presentations regarding water resource or power issues to executive management, the Board, member agencies, and other organizations.
5. Represents Metropolitan on water or power related issues with member agencies and other organizations. Participates in special task forces and work groups as required.

6. Administers water management or power programs and agreements; develops guidelines, procedures, certification, and tracking methodologies. Monitors and verifies performance, billings and invoices. Recommends water or power program efficiencies and improvements.
7. Acts as project manager. Interprets projects requirements, recommends transaction terms and conditions, and ensures compliance with applicable policies and procedures, federal, state and local laws, codes, and regulations.
8. May monitor status of water supplies and coordinate interagency operations to facilitate water deliveries.
9. May monitor status of power supplies and coordinate acquisition of power resources.
10. May apply for and administer external funding sources such as grant programs, appropriations, and reimbursements.
11. May prepare and evaluate requests for proposals for professional services.
12. May review legislation, regulations, and ordinances; evaluates impacts on Metropolitan and makes recommendations.
13. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
14. Performs other related Resource Specialist 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 two years in a MWD Associate Resource Specialist classification; or Master's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Water resource or power issues; project management; and current office technology and equipment.

Required Skills and Abilities to: Conduct statistical and economic analyses; resource or system modeling; create technical reports; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

Job Title: Resource Specialist

Job Code: YA98

Adopted: 03/11/13

Revised:

Supercedes:

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CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

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

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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.