



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL RESOURCE SPECIALIST

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 063 <b>Job #:</b> 933
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### JOB SUMMARY

Responsible for managing or providing technical advice and analysis in multiple complex resource planning, development, and implementation projects. Areas of responsibility include providing project management, technical analysis, identifying issues or factors, analyzing impacts, and developing policy.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Provides technical assistance to work teams, committees, managers, and negotiating teams; conducts studies and research to obtain information to analyze proposals, factors, and options; develops assumptions and scenarios for analytical purposes; conducts cost benefit analysis; prepares summaries of findings, reports, and recommendations; and recommends and develops water policy.
2. Provides technical assistance and support in the development and implementation of new models and the evaluation of established models to analyze proposed projects, programs, and District initiatives; and determines impact to economic, financial, environmental, and infrastructure issues.
3. Scopes and develops computer planning and statistical models; applies factors and variables to models, assists in developing and applies assumptions and scenarios for analytical purposes; runs models; analyzes results; performs quality assurance and quality control on modeling outcomes; and prepares technical reports and recommendations.
4. Participates in and leads internal and interagency technical work groups to gather information for policy and decision making; represents Metropolitan's interests on federal, state, and regional matters; and negotiates and drafts contracts language.
5. Manages the development and implementation of resource policy and technical strategies to achieve goals; and negotiates, implements, and manages contracts.
6. Represents Metropolitan in hearings, committees, meetings, and other proceedings.
7. Initiates specified correspondence independently for signature by appropriate project management staff; and reviews finished materials for completeness, accuracy, format, and compliance with project quality standards and procedures.

8. Prepares and presents reports on project status to the Board, management staff, stakeholders, outside agencies, and the public.
9. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university, majoring in engineering, business administration, economics, finance, environmental sciences, urban planning, geology, geography, hydrology or related field and ten years of related progressively responsible experience in policy development, resource negotiations, development and implementation of solutions to complex problems, or managing large and moderately complex projects, of which two years must have been at the supervisory or project management level; or a master's degree from an accredited college or university majoring in engineering, business administration, economics, finance, environmental sciences, urban planning, geology, geography, hydrology or related field and eight years of related progressively responsible experience in policy development, resource negotiations, development and implementation of solutions to complex problems, or managing large and moderately complex projects, of which two years must have been at the supervisory or project management level.

**Required Knowledge of:** Basic principles and practices of project or program planning, development, and implementation; cost and benefit analysis; statistical analysis; risk management; basic management and supervisory concepts and techniques; budgetary concepts and procedures; relevant federal, state, and local laws; basic principles of project management; and contract administration.

**Required Skills and Abilities to:** Manage multi-discipline project teams; conduct studies and research of problems and projects; analyze results and prepare conclusions and recommendations; lead project teams; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; represent Metropolitan in development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, special interest groups, and the public; use business applications such as word processing, spreadsheets, databases, and presentation and scientific applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, and funding sources.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

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Adopted: 04/27/05

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## Registrations

- None

## DESIRABLE QUALIFICATIONS

May require knowledge, skill, or ability in: resource planning; principles and practices in engineering, business administration, economics, finance, environmental sciences, urban planning, geology, geography, or hydrology; forecasting and analysis; issue resolution;; team building; budgetary concepts and procedures; relevant federal, state, and local laws; trends and emerging technologies in water resource; public speaking; diplomacy; environmental issues and project mitigation; water law; water rights; and principles of drinking water treatment.

## 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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements

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