



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INSPECTION TRIP SPECIALIST

Group-Section: Office of the General Manager - Board of Directors	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 058 Job #: Y17
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JOB SUMMARY

Responsible for planning, logistics, coordinating, conducting, and related financial reporting of Metropolitan Board of Directors and General Manager sponsored inspection trips. Areas of responsibility include planning and developing of inspection trips that effectively communicates Metropolitan's message and mission. Coordinates efforts with Metropolitan Board members, respective member agency staff, and various participating agencies and vendors.

OVERSIGHT

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

Supervision Given: None

JOB DUTIES

1. Plans and prepares Metropolitan Board of Directors and General Manager sponsored inspection trips, acquainting stakeholders, and guests with current water issues, communicating Metropolitan's role in responding to those issues through its business plans, facilities, infrastructure, contracts, policies, and programs.
2. Develops and writes presentations designed to enhance stakeholder and guest understanding and retention of information. Researches and utilizes supplemental materials including documents, brochures, and photographs to augment the learning process.
3. Coordinates and conducts one to three day inspection trips of Metropolitan facilities and areas of related interest; researches route and timing; arranges guest speakers; coordinates logistical arrangements with outside vendors and transportation; purchases concessions, and other items for the inspection trips; performs reconciliation and cost break down per trip; prepares lobbying reports as needed; and ensures compliance with purchasing and expense reporting policies and procedures.
4. Responsible for maintaining extensive and current knowledge of Metropolitan activities, initiatives, policies, and issues; and developing positive working relationships with Metropolitan, member agency, and other agency source experts.
5. Coordinates arrangements for sick or injured guests including hospital transfers and medical attention as necessary.
6. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in communication, education, marketing, business administration, public relations, or a related field and six years of increasingly relevant experience; or ten years of relevant experience in an applicable Metropolitan classification.

Required Knowledge of: Metropolitan history, policies, programs, procedures, facilities, and business plan; and principles and practices of public relations and effective communication.

Required Skills and Abilities to: Speak and write clearly and concisely; communicate complex issues effectively with diverse groups; interpret policies and procedures; respond to requests and inquiries from the general public and Board of Directors; and use business applications such as word processing, PowerPoint, and Outlook.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- First aid certificate issued by the Red Cross
- Cardio pulmonary resuscitation certificate

PHYSICAL DEMANDS/WORK ENVIRONMENT

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: Moderate

Work Environment: Indoor and outdoor work environment, including presentations given on a moving bus. The work environment may include some exposure to outside elements. Requires travel to various sites requiring overnight stay.