

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: PRINCIPAL RESOURCE SPECIALIST

Division: Resources

Reports to: Manager of Resources

FLSA Status: Non Exempt

Position Type: Full Time

Revision Date: July 2019

POSITION SUMMARY

Under direction of the Manager of Resources, plans, administers, and performs diverse professional-level administrative and planning work related to a variety of Resources Department programs and projects including agency annexations, water use planning and efficiency, public and legislative affairs, and community outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. Duties will be assigned on an as needed basis by the Manager of Resources. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Serves as liaison to the public, developers, consultants, attorneys, and the Metropolitan Water District of Southern California (MWD) and other public agency representatives for the District's annexation program. Advises and assists prospective annexees in the preparation and completion of all requisite documentation, calculates related fees and charges, processes and disseminates all required payments to applicable parties, and prepares requisite reports;
- Coordinates preparation and/or review of documents related to various projects and programs including, but not limited to, Urban Water Management Plans, local water production and demand reporting, MWD Local Resources Program applications and reconciliation reporting, Ventura Local Agency Formation Commission (LAFCo) activities, and regional and local land use and water resource planning;
- Analyzes and tracks programs; develops and maintains working relationships with MWD, purveyor, and local agency representatives on water resource matters; keeps abreast of technologies and programs in water resource planning; and recommends, develops, and coordinates implementation of such programs;
- Monitors legislative and regulatory developments and activities, analyzes their impact on the District, prepares associated memos, letters, and reports, and participates in and provides public comments at related events, hearings, and meetings;

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- Assists in the development and maintenance of a comprehensive water conservation program based on joint efforts with MWD and retail purveyors to establish end user practices that result in more efficient water use;
- Promotes water awareness and water use efficiency programs through local media and coordinates activities with water purveyors, schools, and other public and private organizations;
- Assists with community relations activities, special events, and local community programs;
- Serves as a point of contact for and interfaces with federal, state, and local agencies and representatives, media organizations and other parties on District programs;
- Prepares public information materials and makes presentations at public meetings and to community groups on District programs;
- Responsible for processing local and state surveys, questionnaires, and reports, and for development of documents and reports;
- Drafts, analyzes, and administers contracts related to the Resources Department programs;
- Provides highly technical and administrative assistance; prepares special studies, analyses and reports as directed by the Manager of Resources; and
- Maintains District records and data utilizing manual and computer formats, methods and procedures for collection, analysis, processing and storage of data.

JOB REQUIREMENTS

The Principal Resource Specialist position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

- Completion of a four-year undergraduate degree in urban planning, environmental planning, political science, a natural science, public administration, business administration, or comparable discipline.
- Minimum five (5) years of professional-level administrative or analytical work experience. Experience in water resources planning, land use planning, or similar field, is preferred.
- Working knowledge of land use and water resource policies and processes is highly preferred.

Desired Skills:

- Perform essential job functions reliably with minimal supervision.
- Follow oral and written directions.
- Interface effectively with others to obtain or exchange information.
- Ability to plan, organize, and schedule workload to maintain efficiency in assigned duties.
- Establish and maintain cooperative working relationships.

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- Ability to simultaneously manage multiple projects with varying degrees of complexity under pressure of deadlines.
- Ability to participate in and contribute to meetings with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and reach agreements.
- Ability to effectively communicate District viewpoints orally and in writing.
- Ability to speak effectively and engagingly to a wide variety of audiences.
- Knowledge of Federal, State, and local laws and regulations regarding water resources, water rights, and special districts.
- Proficient in Microsoft Office software applications, geographic information systems, and audio, video, and image editing applications.
- Willing to take classes and/or seminars to successfully learn the essential duties and responsibilities described above.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle, drone (subsequent to training), computer and standard office machines such as calculator, telephone, copiers, scanners, etc.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talking and hearing, in person, in meetings, and by telephone.
- Requires manual dexterity and use of hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as calculator, telephone, copiers, scanners, etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds.

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;

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- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions, and work under tight deadlines;
- Required to interact with District executives and managers, District board members, other governmental officials, employees and the public.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS & APPLICANT TESTING

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.