



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT GENERAL MANAGER/STRATEGIC WATER INITIATIVES

Group-Section: Executive Offices	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 91 Job #: Z12
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JOB SUMMARY

Under administrative direction from the General Manager, plans organizes, coordinates and directs a group of major functional sections; formulates operating policies, procedures, goals and objects within general administrative guidelines in support of the mission of Metropolitan; provides policy guidance and coordinates the activities of assigned functional sections.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the overall management, policy development, program planning, fiscal accountability, administration and operation of a group of integrated functional sections. While specific knowledge and/or certification related to the assigned functional area maybe required, the emphasis of responsibility is on the overall administrative skill of the incumbent. The incumbent exercises direct and indirect supervision over managerial, professional, technical and support staff in accomplishing goals and objectives of the group. The incumbent is responsible for management and technical advice to the Office of the General Manager and as directed to the Board of Directors on all matters related to assigned functional areas.

OVERSIGHT

Receives direction from the General Manager. Manages and supervises a staff of professional employees.

JOB DUTIES

1. Provides leadership in the development and implementation of strategies, programs, ordinances, policies, decision and other actions.
2. Sets goals, identifies issues, and motivates and coaches staff to act on initiatives.
3. Plans, organizes, staffs, oversees, controls, reviews, authorizes and coordinates the work of a group of interrelated functional sections to ensure efficient and effective results.
4. Effectively manages resources in support of Metropolitan projects.
5. Evaluates the performance of functional section managers in their assigned group against defined performance plans, approved budgets and Metropolitan goals.
6. Confers with the Office of the General Manager to determine basic policies and operating polices.
7. Advises the Office of the General Manager on related issues and programs.

8. Prepares and recommends long-range plans for Metropolitan services and programs
9. May represent Metropolitan before external organizations including other governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, and the general public.
10. Directs the preparation of the annual budget for a group of assigned functional sections.
11. Directs the preparation of a wide-variety of periodic and special technical reports as required by the Office of the General Manager.
12. Performs other administrative functions as assigned.

**EMPLOYMENT STANDARDS
MINIMUM QUALIFICATIONS**

Education and Experience:

A bachelor's degree from an accredited college or university in business administration, engineering, public administration, or related field, or a field specially related to the work group assigned and 10 years of increasingly responsible public sector, water industry, public utility or related experience, including 4 years management and supervision of professional and technical staff in a field related to the assignment;

OR

A masters degree from an accredited college or university in a business administration, engineering, public administration, or related field, or a field specifically related to the work group assigned and 8 years of increasingly responsible public sector, water industry, public utility or related experience, including 4 years management and supervision of professional and technical staff in a field related to the assignment.

Required Knowledge of: General administrative principles, practices and methods, including goal setting, objectives and procedures development and implementation, program and budget development and implementation; Principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques to effective interpersonal communications and relations, effective problem solving and decision making techniques, planning and delegating work, performance evaluation, positive recognition methods, and progress discipline; Principles and practices related to the organizational and functional sections managed; Applicable laws, regulations, legal mandates, guidelines and standards affecting the administration of the designated functional areas; Principles and practices of public sector budget-development and administration; Principles and practices of public sector contract administration and evaluation; Funding sources impacting assigned functional areas; and Social, political and environmental issues influencing assigned functional areas.

Required Skill and Abilities to: Plan, organize, administer, coordinate, review, and evaluate complex and interrelated functions and services; Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; Develop and implement goals, objectives, policies, procedures, work standards and internal controls; Select, motivate and evaluate staff and provide for their training and development; Establish and

maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, local, state and federal legislative representatives, Metropolitan staff and the general public; Effectively negotiating with others; Maintain and exhibit discretion and integrity when handling sensitive information; Prepare and present clear and concise written and oral reports and related materials; Exercise sound independent judgment; Provide effective leadership, initiative, and motivation; Communicate effectively in a variety of situations; Read, understand and accurately interpret complex rules, regulations, laws, legislation, policy and guidelines applicable to functional areas of responsibility; Resolve conflict; Integrate interrelated functional activities.

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Workplace Health and Safety performance.
- Compliance with primary water delivery standards.
- Maintenance of facilities.
- Budget.
- Cost containment.
- Organizational effectiveness and efficiency.
- Emergency response.
- Compliance with applicable State and Federal regulatory agencies.
- Customer satisfaction.
- Mutually beneficial working relationships with external regulatory and government agencies.
- Employee development and maintenance of highly technical workforce skills.
- Quality Assurance.
- Research development and anticipation of emerging issues.
- Selection and retention of workforce to meet Metropolitan diversity objectives.
- Legislative/regulatory impact.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope:

- Large and diverse work group.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- A Valid California Class C Driver License
- Specified positions may require professional registration or certification related to the work assigned.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.