



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SUPPLY ACQUISITION TEAM MANAGER

Group-Section: WRM- Resource Implementation	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM051
---	--	---

JOB SUMMARY

Responsible for managing staff on the Supply Acquisition Team that administers long-term contracts associated with local resource development, water purchases, storage programs, and exchanges. This position may also provide policy support to management regarding related matters.

OVERSIGHT

Oversight Received: Receives direction from, Unit, Section, or Group Manager.

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

1. Supervises staff including selection, assignment, and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns work load; reviews work quality and timeliness; assesses employees' competencies and develops training plans; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors budgets; evaluates resource needs and prepares staffing and consulting requests; may administer professional service consulting agreements; provides input regarding policy and procedures; and reviews and approves timekeeping, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities and standards for achieving organizational goals; and reviews and reports on status of all organizational activities. Establishes, tracks, and reports on staff progress related to meeting goals and objectives.
4. Oversees staff's support for executive management and others relating to the negotiation, development, modification and administration of water management contracts and agreements that yield measurable water supply on an annual basis.
5. Oversees the technical work of the team.
6. Oversees the coordination and management of Metropolitan's groundwater and cyclic storage programs.
7. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant water resource related experience; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant water resource related experience. A minimum of two years must have been in a project management, supervisory or lead capacity.

Required Knowledge of: General water resource management concepts; Southern California's imported and local supply sources; contract administration; supervisory and management concepts and techniques; team building skills; and budgetary concepts and procedures.

Required Skill and Abilities to: Manage a diverse work force; delegate technical work to subordinates; organize and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop and motivate staff; determine training needs of staff; exercise judgment and discretion; represent Metropolitan in negotiations; interpret and analyze results; communicate effectively, both orally and in writing; establish and maintain collaborative working relationships with: all levels within Metropolitan, other agencies including regulatory agencies, special interest groups and the public; and use of business applications such as word processing, spreadsheets and databases.

Certificates, Licenses, and Registrations Requirements

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

Desirable Qualifications

- 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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

MWD

Metropolitan Water District of Southern California

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

Job Title: Supply Acquisition Team Manager

Job Code: TM051

Adopted Date: 10/15/2013

Revised: 02/14/17

Supersedes:

Page: 3