

## METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA CLASSIFICATION DESCRIPTION

<b>Classification Title:</b>	<u>EXECUTIVE STRATEGIST</u>						
<b>Bargaining Unit:</b>	<u>05-ACE</u>						
<b>Class Code:</b>	<u>017</u>	<b>Grade:</b>	<u>73</u>	<b>EEOC Category:</b>	<u>1</u>	<b>Overtime Exempt:</b>	<u>Y</u>
<b>Group:</b>	<u>Executive Offices</u>						
<b>Reports to:</b>	<u>Office of the General Manager</u>						

### JOB SUMMARY

Functions as high-level project manager to the Office of the General Manager on special programs, studies, and assignments. Monitors public policy trends and actions at the local, regional, state, and national levels; recommends strategic programs and initiates responses to these trends. Evaluates Metropolitan's overall organizational capabilities on an ongoing basis; recommends development of programs and policies in area of responsibility to meet Metropolitan's mission, goals, and objectives.

### ESSENTIAL FUNCTIONS AND EXPECTED RESULTS

1. Acts in an advisory capacity to Executive Management on diverse issues impacting Metropolitan; provides recommendations for implementing changes in programs, policies, and goals in area of responsibility to ensure that Metropolitan's interests and needs are met.
2. Assists the executive staff by monitoring and evaluating matters dealing with public policy trends and actions at the local, regional, state, and national levels. Develops related programs that are consistent with Metropolitan's short- and long-term goals; monitors social and cultural trends on an ongoing basis that will have an impact on Metropolitan's strategic plan.
3. Responds to and maintains liaison with a variety of community interest, civic, and environmental groups; Metropolitan staff; member agencies; municipal, county, and state agencies; and other government entities. Develops strategic interdisciplinary programs and responses consistent with public awareness and industry trends to avoid adverse conditions that could delay the timely execution of Metropolitan's mission, goals, and objectives.
4. Researches, evaluates, develops, and oversees implementation of strategic responses to meet Metropolitan's mission statement. Develops and monitors short-and long-range plans relating to area

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of responsibility to ensure that Metropolitan's mission, goals, and objectives are appropriately addressed and managed.

5. Performs complex and professional project management work for projects and strategic issues within Metropolitan policies.
6. Identifies critical strategic, project management and external issues; advises appropriate staff, recommends solutions and resolve related complex project problems.
7. Assists in the development and implementation of changes in organization, staffing, and technology, to increase effectiveness and efficiency, and to reduce operational costs.
8. Performs and reviews competitive analysis ensuring measurable savings is achieved through the redesign and implementation of business practices and procedures.
9. Provides the executive team with support and recommendations regarding corporate initiatives and issues.
10. Represents Metropolitan in meetings or public presentations to customers and other governmental regulatory agencies relative to strategic and competitive issues.
11. Develops and implements policies, sets standards and procedures, and administers activities related to strategic programs and responses.
12. Directs the preparation of reports, documents, Board letters, and other correspondence to ensure that applicable laws, regulations, policies, and procedures are adhered to.
13. Makes presentations to the Board of Directors, as required, to keep them apprised of Metropolitan's activities in area of responsibility.
14. May oversee staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
15. Performs other related duties as required.

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**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor's degree from an accredited college or university, majoring in public administration, business administration, or a related field and 8 years of progressively responsible and broad managerial experience in governmental relations, regulatory affairs, and public policy development, or a Master's degree from an accredited college or university, majoring in public administration, business administration, or related field and 6 years of progressively responsible and broad managerial experience in governmental relations, regulatory affairs, and public policy development.

**LICENSES/CERTIFICATION REQUIRED**

None

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Management/supervisory concepts and techniques
- Project management
- Budgetary concepts and procedures
- State and federal regulations relevant to area of responsibility

**Skill and ability to:**

- Oversee a diverse workforce
- Effectively articulate and implement organizational goals and objectives
- Prepare detailed project plans and reports
- Develop and implement strategies, programs, policies, and procedures relating to area of responsibility
- Direct or conduct complex studies and programs
- Prepare and deliver clear, concise, and well-organized presentations to management, external and member agencies, the Board of Directors, and the general public
- Effectively interface with external governmental, regulatory agencies, and the public

**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:

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- Budget
- Cost containment
- Productivity measures for area of responsibility
- Compliance with applicable regulations, policies, and procedures
- Customer satisfaction
- Mutually beneficial working relationships with external regulatory and government agencies
- Employee development
- Selection and retention of workforce to meet Metropolitan diversity objectives

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY**

**Supervisory scope**

May exercise technical and functional supervision over assigned staff.