



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EXTERNAL AFFAIRS BUSINESS MANAGEMENT TEAM MANAGER

Group-Section: External Affairs	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM011
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JOB SUMMARY

Responsible for the preparation and analysis of the annual budget to include all capital, equipment, contract services, and expenditures; human resource related activities to include selection, training, performance measures, safety issues, and records management; procurement and contract oversight; and all administrative studies.

OVERSIGHT

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

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

JOB DUTIES

1. Manages the preparation and analysis of the group or section operation and maintenance and capital budget to ensure compliance with corporate strategic plan and group and section objectives; supervises analysis of cost variance and cost benefit; and reviews monthly cost reports.
2. Manages the development and tracking and reporting of performance measures for the group or section; and develops and implements customer satisfaction feedback mechanisms, tracks results, identifies areas for improvement, and coordinates process improvement initiatives.
3. Assists in the development of the annual business plan for the section and group; oversees the reporting of the section and group business plan; and develops quarterly updates of the business plan.
4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; and evaluates resource needs.
6. Provides other administrative services such as drafting Board letters and presentations; managing contracts and software agreements; oversees invoices and payments for contracts and grants; tracks recruitment and performance evaluation activities; oversees purchasing activities; oversees electronic records management; and manages pager and cellular phone services.

7. Organizes and submits contract cost and accounting information into Metropolitan financial management computer programs for payment, reimbursement, and record keeping.
8. 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 experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Supervisory methods and techniques; principles of budget, cost monitoring, accounting; team building; communications techniques; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, human resources; and section and group activities.

Required Skills and Abilities to: Plan and organize the work of subordinates and team members; perform financial analysis; review work products for detail and adherence to guidelines; interpret and analyze results; mentor, develop, and motivate staff; use business applications; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the section and group; communicate orally and in writing on administrative and technical topics; determine training needs of staff; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; prepare presentations for executive management; and establish collaborative working relationships with all levels within Metropolitan.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

May require knowledge skill, or ability in: reports of business progress; contract negotiations and administration; grant submittals and administration; spreadsheet and word processing applications; and operation and maintenance of multimedia presentation equipment.

Job Title: External Affairs Business Management Team Manager

Job Code: TM011

Adopted: 10/22/09

Revised: 02/14/17

Supersedes: 04/01/12

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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: 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.

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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements