



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT GENERAL MANAGER/CHIEF OPERATING OFFICER

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrep	Salary Grade: 94 Job #: 002
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JOB SUMMARY

The Assistant General Manager/Chief Operating Officer has the primary responsibility for the ongoing management of administrative and operational functions and the day-to-day implementation of policies, programs and procedures for Metropolitan. The Assistant General Manager/Chief Operating Officer reports directly to the General Manager and assists him/her in meeting Metropolitan's mission by ensuring that programs and operations are structured, resourced, and delivered in compliance with applicable laws and regulations and in accordance with the District's policies, goals, and objectives. In this capacity, this position exercises fiduciary and managerial responsibility over organizational staff and resources, assets, and infrastructure; business plans, business systems and processes and administrative procedures; and coordination internally within the organization and externally with member agencies.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Receives direction from the General Manager. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Directs the day-to-day implementation of District policies, programs and procedures, and supervises their execution and evaluation of results in maintaining the business and operating integrity of Metropolitan.
2. Directs the ongoing operations, administrative and business activities to assure coordinated, reliable, and efficient business systems, water service to member agencies, and management strategies.
3. Oversees the development, use, and maintenance of the District's assets, resources, and infrastructure in accordance with the District's policies and objectives for water service and regional benefits.
4. Administers the preparation, approval and implementation of the annual General Manager Business Plan in accordance with the General Manager's direction and District goals and objectives.
5. Executes all contracts, purchase orders, change orders, and contract amendments within the General Manager's authority as approved by the Board, and/or as established under the Administrative Code, and applicable operating policies, or delegated by the General

Manager.

6. Coordinates development and management of operating and capital budgets according to budget requirements and financial criteria as established by the Board.
7. Ensures that all operational and administrative activities are performed in compliance with applicable laws and regulations.
8. Provides direction to the reporting group managers and senior managers to schedule, supervise and direct the workforce in implementing the annual General Manager business plan and budget.
9. Develops, maintains, and administers a sound organizational plan to meet the business needs of Metropolitan.
10. Provides advice and recommendations to the General Manager regarding water policy issues, strategic initiatives, financial investments, and human resource management issues and their impact on the operations, business and organization of the District.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and 12 years of progressively responsible experience in a water agency in one or more of the following areas: Operations, Engineering, or Resource Management, of which 8 years must have been at the managerial level; or A Master's degree from an accredited college or university in a related field and 10 years of progressively responsible experience in a water agency in one or more of the following areas: Operations, Engineering, or Resource Management, of which 8 years must have been at the managerial level.

Required Knowledge of: Federal, state, and local government legislative processes; political process; administrative practices for a public agency organization with responsibilities for a variety of water issues relating to contract negotiations, water management programs, water resources, and regulatory requirements; communications strategies and tools; Southern California water problems and issues; Urban, agricultural, and environmental water interests; current business and organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management and supervisory concepts and techniques; team building; governmental and community relations; contract administration; and complex project management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for quality and validity; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; research and analyze legislation and evaluate its impact; develop position papers; communicate orally and in writing on administrative and technical topics;

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represent Metropolitan to regulatory agencies, public agencies, and elected officials; establish and maintain collaborative working relationships with all levels within the organization, other agencies, elected officials, and the public; use presentation and business applications; prepare presentations for executive management, Board of Directors, and member agencies; effectively communicate Metropolitan's position on diverse and competing interests; interface and maintain liaison with member agencies, the Board of Directors, elected officials, civic and business leaders; and travel to various and remote sites within the area and other Metropolitan areas.

Certificates, Licenses, and Registrations Requirements

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- Knowledge of pertinent regulations and laws that impact Metropolitan objectives; awareness of current water issues at all levels of government; and understanding of California water history.
- Knowledge of Southern California water agencies including Metropolitan's member agencies; and active involvement in relevant community, business, or other associations.

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

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, 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

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