



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

RATES, CHARGES, AND FINANCIAL PLANNING UNIT MANAGER

Group-Section: Office of the Chief Financial Officer – Budget and Financial Planning Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 66 Job #: UM035
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JOB SUMMARY

Responsible for the development and implementation of key financial planning activities, studies, policies, and strategic financial plans.

OVERSIGHT

Oversight Received: Receives direction from the Section Manager or Assistant General Manager/Chief Financial Officer.

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

JOB DUTIES

1. Manages development and implementation of the Metropolitan's pricing strategy; develops the annual revenue requirements and rate implementation proposal; manages public and customer outreach and public hearings during the rate setting process to support Metropolitan goals and ensure Metropolitan's rate competitiveness and compliance with Board policies and governmental regulations; develops and prepares Board letters and presentations to support proposals.
2. Manages support for development of Metropolitan's annual detailed operating and capital budgets, including presentations and information to support Board letters and presentations; supports preparation of complex analyses of Metropolitan financial data used for labor negotiations.
3. Develops periodic long-term strategic financial plans, including proposals for changes to financial policies, that support Metropolitan's future capital, operating and resource decisions; forecast future costs and revenues necessary to support these decisions.
4. Provides financial forecasts and analyses as necessary to support Metropolitan's strategic business planning processes, including the Integrated Resources Plan, Integrated Area Studies, and capital funding strategies and bond issuances.
5. Manages complex studies and analyses of key financial systems affecting Metropolitan policies and procedures, such as implementation and updating of Metropolitan's budgeting and reporting system, and cost accounting and project accounting initiatives.
6. Oversees development of Metropolitan financial policies regarding use of Metropolitan assets, annexation of property into Metropolitan, and asset valuation studies.
7. Selects and assigns staff, ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors

employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.

8. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Public sector budgeting and accounting practices; public finance and administration principles and practices; utility cost of service, rates and charges, and economics; State Water Project finance and operations; contract development and administration; operations services, policies and procedures of Metropolitan; performance measures; business planning theory and application; cost analysis and management techniques; principles and practices of project management and development including planning, scheduling, and budgeting; applied research techniques related to assigned programs; advanced principles and techniques of research, investigation and analysis; principles and practices of public sector contract administration and management; pertinent Federal, State, and local laws, codes, and regulations.

Required Skills and Abilities to: Prepare project plans and reports; effectively manage projects within schedule and budget; prepare comprehensive administrative and technical documents and reports; review work products for detail and adherence to guidelines; communicate effectively orally and in writing, on administrative, technical and financial topics; encourage and facilitate cooperation; exercise sound professional judgment and discretion; 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.

CERTIFICATES, LICENSES, and REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

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

Registrations

- None

Job Title: Rates, Charges, and Financial Planning Unit Manager

Job Code: UM035

Adopted: 3/24/11

Revised: 7/01/18

Supersedes: 3/24/11

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DESIRABLE QUALIFICATIONS

Proficiency in Microsoft office productivity tools on the personal computer including Outlook, Excel, Word, PowerPoint, and Project.

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those conditions 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 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. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements