



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BAY-DELTA INITIATIVES MANAGER

Group-Section: Office of the General Manager	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 86 Job #: Z29
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JOB SUMMARY

Responsible for managing the Bay-Delta Initiatives Program; including staff, budget, business plan, and communications to the Board and 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 Assistant General Manager. Manages and supervises a staff of managers, professionals, paraprofessionals and administrative support employees.

JOB DUTIES

1. Directs, develops, and manages the Bay-Delta Initiatives Business Plan.
2. Directs, develops, and manages the Bay-Delta Initiatives Program budget.
3. Identifies, advances, and presents Board communications and proposed actions.
4. Manages and supervises Bay-Delta Initiatives staff, including providing strategic and policy direction.
5. Advises and consults with the General Manager and other Executive Staff on strategies and policies.
6. Represents Metropolitan's interests before external organizations and individuals including resource agencies, interest groups, public agencies, elected officials, and public.
7. Represents Metropolitan as a board member on the State Water Contractors Board of Directors.
8. Presents issues and plans to Metropolitan Member Agency Managers and their staff related to Bay-Delta initiatives.
9. Represents Metropolitan's interests in meetings and negotiations with water related associations, business, environmental, and other stakeholder groups.
10. Directs the preparation of technical, policy and briefing reports and presentations in support of Metropolitan's Bay-Delta initiatives.
11. Monitors and oversees analysis of all legislation impacting Bay-Delta matters.

12. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position;

OR

An advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Federal, state and local laws and regulations; budgeting practices and procedures; strategic planning; contracting practices and regulations; negotiation; management/supervisory concepts and techniques; leadership and mentoring; team building; and labor laws and requirements.

Required Skills and Abilities to: Develop and implement strategies, programs, policies, and procedures relating to area of responsibility; negotiate; communicate orally and in writing on administrative and technical topics; represent District 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.

Certificates, Licenses and Registrations Requirements:

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

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/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.

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