



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## IMPLEMENTATION PROJECTS AND STUDIES UNIT MANAGER

<b>Group-Section:</b> WRM- Resource Implementation	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 068 <b>Job #:</b> UM013
---	--	---

### JOB SUMMARY

Responsible for managing and supervising staff in the Implementation Projects and Studies Unit; collaborating with other Water Resource Management units and teams to analyze water resource, economic, modeling, and highly technical issues; providing policy support to executive management; and may represent Metropolitan in policy matters.

### OVERSIGHT

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

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

### JOB DUTIES

1. Manages a diverse unit staff performing highly technical tasks analyzing water demands, supplies, and infrastructure needs projecting quality of available water and alternative sources; analyzing other users of imported supplies; forecasting impacts of proposed changes in the Bay-Delta, Colorado River systems, and/or State Water Project on water quality and availability; and analyzing factors affecting local water demands and water use efficiency actions.
2. 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; identifies employee development and training requirements; develops staff recognition programs; and leads staff to achieve efficiency and productivity.
3. Analyzes technical, scientific, economic, and/or financial information to maintain abreast of current status of the work in progress; and reviews and evaluates proposed agreements, technical documents, scientific reports and articles, and project plans for compliance with applicable standards, guidelines, and objectives.
4. Works with other unit and team managers to collaborate among the staff and resources to accomplish the intended outcome of a project. Organizes and manages the work assignments; leads activities; reviews and provides input on the standards of performance; and performs complex professional project management.
5. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; and evaluates and approves bids for consultants and service.

6. Prepares and presents reports on project status to the Board, management staff, other departments, outside agencies, and the public. Under the supervision of the Group or Section Manager develops and analyzes major policy issues related to the development, storage, transportation, and treatment of water for the member agencies.
7. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience with large and complex water planning or projects that included coordination of multiple outside entities, 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 with large and complex water planning or projects that included coordination of multiple outside entities, of which four years must have been in a management or supervisory position.

**Required Knowledge of:** Principles and practices of resource planning and resource management; engineering issues pertaining to applicable sources and projects; source water quality issues; economic and financial analysis; current business and organizational management theories and practices; personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management concepts and techniques; and contract administration.

**Required Skill and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; analyze scientific, economic, and water system data; communicate orally and in writing on administrative and technical topics; write, edit, and review action plans, reports, and contracts; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, representatives of the scientific community, other agencies including regulatory agencies, businesses, special interest groups, and the public with specific expertise in the area of water development issues; use business, engineering, and scientific applications; and prepare and make presentations on technical issues to the public, peer scientific forums, executive management, Board of Directors, member agencies, and regulatory agencies.

### **Certificates, Licenses, and Registrations Requirements**

- None

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License

**Registrations**

- None

**Desirable Qualifications**

- May require knowledge skill, or ability in: managing water resource and exchange projects, trends and emerging technologies of water resource management and quality; relevant federal, state and local laws including water laws and regulations and environmental laws and regulations; public speaking; strategic planning; and customer service.

**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 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