



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BUDGET AND TREASURY MANAGER

Group-Section: Office of the Chief Financial Officer	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: 81 Job #: Z65
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JOB SUMMARY

Directs Metropolitan's budget and treasury operations including: 1) preparing the operating and capital biennial budgets, developing water rates and charges and revenue projections to fund the operating and capital budgets, monitoring budget to actual for revenues and expenses throughout the year and recommending adjustments as necessary, and provide financial analyses as requested; 2) Treasury and debt management activities including managing the investment portfolio in accordance with the Board adopted investment policy, and managing the debt portfolio in accordance with financial policies. Performs administrative duties including budget formulation and execution for the department, employee selection, training and evaluation and report preparation. Represents the District at meetings, seminars and conferences. Directs the preparation of recommendations, reports and other materials for the Board of Directors. May make presentations to the financial community, legislative and other professional groups, to the Board of Directors, District staff and to the general public.

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 Assistant General Manager/Chief Financial Officer. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative support.

JOB DUTIES

1. Directs innovative and proactive financial analyses, planning, and management services to ensure that forecasted revenues are sufficient to cover planned expenditures and provide a prudent level of reserves consistent with Board policy.
2. Directs and manages rates and charges to help maintain low rates, minimize their variability, and recover costs consistent with Board policy.
3. Manages costs within the adopted budget, and strive to meet Board policies for all key financial ratios.
4. Directs and oversees the management of Metropolitan's finances in an ethical and transparent manner. Oversees the updating of Metropolitan's capital financing plans and works with rating agencies and investors to communicate Metropolitan's financial needs, strategies, and capabilities thus ensuring Metropolitan maintains long-term bond ratings of AA or better, and ready access to capital markets and the ability to finance ongoing future needs.

5. Directs and oversees the management of Metropolitan's short-term investment portfolio to meet ongoing liquidity needs and changing economic environments in accordance with the Board adopted investment policy.
6. Ensures that internal controls are in place to provide assurance that assets are safeguarded and financial information is fairly stated.
7. Directs and oversees the on-going management of Metropolitan's debt portfolio to ensure capital finances are flexible and low cost.
8. May represent the Office of the Chief Financial Officer in labor negotiations with bargaining units.
9. 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 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 in a related field and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Financial, budget, debt, and investment concepts and procedures; municipal finance and debt regulations, policies, and practices; utility rates and cost-of-service; relevant current and proposed state and federal water practices; water resource issues; economics of water resources; general practices associated with storage, conveyance, and distribution of source and treated waters; current business and organizational management theories and practices; personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; negotiation techniques; project management; contract administration; and institutional frameworks.

Job Title: Budget and Treasury Group Manager

Job Code: Z65

Adopted: 11/22/2016

Revised:

Supersedes:

Page 2

Required Skills 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; develop and implement financial strategies, programs, policies, and procedures; manage complex financial studies and projects, including the development of water rates and charges and related cost of service studies; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications; provide presentations to executive management, Board of Directors, member agencies, and regulatory agencies, water industry professionals, and community groups.

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

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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Page 3