



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BUDGET UNIT MANAGER

Group-Section: Office of the Chief Financial Officer – Budget and Financial Planning Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: UM029
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JOB SUMMARY

Responsible for the coordination and overall development of Metropolitan's budget; extensive and in-depth research and analysis related to assigned programs or projects; and Metropolitan-wide planning for multiple fiscal years to help determine expenditure levels for Operations and Maintenance and the Capital Investment Plan as well as ensuring Metropolitan's ability to mobilize effectively to recover critical business processes in the event of a disaster. Coordinates assigned program activities with other departments and outside agencies including preparation, presentation, and documentation of departmental budgets.

OVERSIGHT

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

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

JOB DUTIES

1. Manages the development of Metropolitan's annual budget. Process includes obtaining input from executive management, the Board of Directors and member agencies. Oversees and directs the development of uses and sources of funds including cash outlays for the State Water Contract, supply programs, power costs, debt service payments, demand management programs, operations and maintenance budgets for each group and department, the capital investment plan, and cash receipts for water sales, fixed charges, taxes, interest earnings, power and miscellaneous income.
2. Manages the annual development and ongoing maintenance and status reporting of the Chief Financial Officer's Business Plan, assists in the development of the General Manager's Business Plan, and supports Metropolitan's performance measures including advising groups on the development and maintenance of performance measures and reporting results on a quarterly basis.
3. Develops and makes presentations to the Board, authors Board letters for action by the Board of Directors on Metropolitan's budget, and publishes the annual budget book including submission to the Government Finance Officers Association for excellence in budgeting award consideration.
4. Represents the Office of the Chief Financial Officer on the Capital Investment Plan Evaluation Review Team to evaluate and score capital improvement project proposals. May represent the Office of the Chief Financial Officer on other personnel and policy matters, as required.

5. Manages Metropolitan's Business Continuity Program including the development and maintenance of Metropolitan's Business Continuity Plan; the periodic update of Metropolitan's Business Impact Analysis; joint emergency response, disaster recovery, and business recovery exercises with Information Technology Disaster Recovery and Water System Operations Emergency Response staff; the maintenance, staffing, and training of the Business Incident Command Center; and serves on Metropolitan's Emergency Management Working Group to maintain a unified approach to recovering from disasters that may adversely impact Metropolitan operations.
6. Directs, assists in, performs, or assesses special analyses of business issues including cost-benefit analyses, business process analyses, and group budget functional analyses.
7. Develops and presents budget, cost-benefit, and financial training to Metropolitan employees and managers.
8. 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.
9. 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; 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; and use presentation and business applications; prepare presentations for executive management, Board of Directors and member agencies.

Job Title: Budget Unit Manager

Job Code: UM029

Adopted: 3/24/11

Revised: 02/14/17

Supersedes: 04/01/12

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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

DESIRABLE QUALIFICATIONS

Proficiency in Microsoft Office productivity tools on the personal computer including Outlook, Excel, Word, PowerPoint, and Project. Prior experience and/or training in business continuity or business resumption planning/management.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements