

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title:	UNIT MANAGER I - V		
Bargaining Unit:	04 - MAPA		
Class Code:	<u>Z05A-E</u>	Grade:	<u>061 – 066</u> EEOC Category: <u>1</u> Overtime Exempt: <u>Y</u>
Physical Class:	<u>2-Light</u>		
Group:	<u>Various</u>		
Reports to:	<u>Various</u>		

JOB SUMMARY

Under administrative direction of the Section or Group Manager, participates in and directs the work of subordinates involved in the research, evaluation, planning, development, implementation, and assessment of a unit. The Unit Manager will have specialized skills relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Managers must be able to demonstrate the ability to manage a diverse workforce by incorporating diversity in all business decisions. Diversity is an environment wherein differences are valued and integrated into every part of Metropolitan's operations. All employees will be held accountable to maximize our efforts in achieving full diversity. Our success will only be achieved through inspiring people, operating in an environment based on mutual trust, respect, openness, candor, empowerment, teamwork, innovation, risk taking, integrity, and encouraging and valuing diversity.

Unit Managers assigned to this class are responsible for an organizational Unit within a Section or Group and exercise direct supervision over professional and technical support staff within the Unit. Unit Managers interface extensively with Metropolitan management to establish and implement programs and act as a liaison with representatives of various regulatory and governmental agencies, water retailers, community groups, and the general public. Unit Managers plan, organize, and direct business operations in coordination with the Group or Section Manager. Unit Managers provide direction and guidance in strategic operations and planning and are responsible for long-range planning and innovative solutions. Work involves establishing the strategic plan, goals and objectives, priorities, and standards and measurement tools for determining progress; developing and reviewing policy and procedures, guidelines, rules, and regulations. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

The level of the Unit Manager will depend on the scope, complexity, and size of the organizational services.

Metropolitan Water District of Southern California Unit Manager

Unit Manager I – Salary Grade 061 - This is the entry-level classification in the Unit Manager series. Unit Manager I manages a Unit and is responsible for long-range goals and objectives for a team.

Unit Manager II – Salary Grade 063 - This is the intermediate level classification in the Unit Manager series. Unit Manager II manages a Unit and is responsible for long-range goals and objectives for a team where the services are more varied than the entry level as evidenced by the greater number of employees or services performed.

Unit Manager III – Salary Grade 064 – This is the journey level classification in the Unit Manager series. Unit Manager III manages a Unit and is responsible for long-range goals and objectives for more than one team.

Unit Manager IV – Salary Grade 065 - This is the advanced-journey level classification in the Unit Manager series. Unit Manager IV manages a Unit and is responsible for long-range goals and objectives for more than one team or a team that requires professional and/or a variety of specialized skills.

Unit Manager V – Salary Grade 066 - This is the specialized advanced-journey level classification in the Unit Manager series. Unit Manager V manages a Unit and is responsible for long-range goals and objectives for more than one team or a team that requires professional and/or a variety of highly specialized skills.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Responsible for the overall quality and management of a work unit in a section or group; develops goals and objectives consistent with Metropolitan's strategic plan.
2. Establishes goals and objectives that support overall strategies; plans, develops, and /or approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
3. 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.
4. Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
5. Coaches and mentors employees; identifies employee development and training requirements.
6. Assigns, coordinates and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees; evaluates and verifies employee performance through the review of completed work assignments and work techniques.

UNIT MANAGER Z05 A-E

Revised: 04/01/12

Supersedes Unit Manager ,May 2005

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7. Analyzes and compiles data to prepare narrative and statistical reports on unit activities.
8. Directs and participates in the development, interpretation, establishment and evaluation, and recommendation of programs or services for the effective operation of the unit.
9. Directs and participates in the designing and conducting of surveys or special studies to determine Metropolitan's needs.
10. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Each Unit Manager position will have specialized requirements for knowledge in the functional areas within the unit assigned to manage.

Education and Experience:

A 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.

LICENSES/CERTIFICATION REQUIRED

- Possession of, or ability to obtain, an appropriate valid state driver's license may be required.
- Specified positions may require professional registration or certification related to the work assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of administrative and project management, including budgeting techniques, office procedures, and reporting
- Tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, and records and reports

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- Training and supervisory techniques
- Employee policies and procedures
- Equal opportunity practices
- Pertinent Federal, State and local laws, codes and regulations

Skill and ability to:

- Direct, lead, mentor, coach, motivate, evaluate and reward employees
- Analyze and evaluate a variety of data for use in development and analysis
- Analyze and assess operations from the standpoint of management controls, systems and procedures and process improvement
- Organize, evaluate, and present information effectively
- Interpret laws, rules, and regulations relative to the unit
- Set goals, formulate plans, procedures, and controls in the area of responsibility
- Maintain favorable public relations
- Organize and coordinate the work of others
- Communicate openly and effectively both orally and in writing
- Manage projects and resources
- Facilitate cooperation, and maintain flexibility and a positive attitude in a changing environment
- Develop a Unit
- Be fiscally responsible
- Empower and support staff; seek and apply feedback