



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER RESOURCE PROGRAM MANAGER

Group-Section: Water Resource Management Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: PM017
--	--	---

JOB SUMMARY

Responsible for a resource planning and development or the resource implementation program in the group business plan. Areas of responsibility include coordination of the efforts and interests of the program partners and/or stakeholders; evaluation of policy implications and recommendation of policy principles for Board consideration; analysis of resources and strategies to identify and recommend improvements; development, recommendation, and implementation of multi-faceted strategies and plans to achieve Metropolitan goals and objectives; coordination of water resource planning, leading teams to achieve efficiency and productivity; negotiation of agreements with external parties; representation of Metropolitan and communication with external entities on program matters; and resolution of development or implementation issues with other internal and external organizations.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff. Programs may also involve a single major effort of a comprehensive nature.

OVERSIGHT

Supervision Received: Receives direction from a Water Resource Section Manager.

Supervision Given: May exercise technical and functional supervision over assigned staff.

JOB DUTIES

1. Manages a major water resource program involving water transfer and exchange, groundwater storage, water use efficiency, water conservation, Bay-Delta, Colorado River, State Water Project, regional supply, or other key water resource programs; develops, recommends, and implements strategies to achieve Metropolitan goals and objectives; develops and maintains partnerships with outside entities; negotiates agreements; and coordinates activities with partners including meetings, soliciting input for proposals, and development of subcontracts between Metropolitan and the partners.
2. Assesses the program's needs as they relate to each project within the program; develops long-term program goals and funding strategies; submits project proposals for the Capital Improvement Program; outlines the scope of work and specific tasks associated with each phase of the program; interprets regulatory requirements; identifies critical project management issues, advises appropriate staff, recommends solutions, and resolves complex project problems; develops new processes and procedures to meet new requirements or anticipated changes; and negotiates contracts and agreements with different entities.

3. Represents Metropolitan on program matters to external entities, member agencies, and partners. Communicates Metropolitan positions, goals, and objectives on program matters to external parties.
4. Works with unit and section managers to identify the necessary 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 work as a member of a project team.
5. Negotiates agreements for water transfer, exchange, storage, and for conservation projects; and performs technical analyses, feasibility studies, and economic analyses to determine relative value of projects, documents water conservation savings, impacts on water quality and other factors affecting feasibility and value of projects.
6. Analyzes issues which influence Metropolitan raw water supply, distribution, storage, and quality from a variety of sources; performs technical analysis of water quality, fish protective operations, salinity management strategies, habitat restoration, and other commercial, recreational, and ecological issues which impact timing, quality, and quantity of water delivery to Metropolitan; and evaluates cost benefit of and recommends projects, processes, and policies to address needs of interest groups and stakeholders.
7. Analyzes program goals, objectives, and priorities; identifies critical issues; recommends modifications for improving the program efficiency to management staff; incorporates approved modifications; and assists in the development and implementation of technical work plans for specific activities.
8. Assesses and develops financial feasibility, justification, and strategy.
9. Monitors and evaluates the efficiency and effectiveness of program administration and service delivery methods and procedures; and develops reports and makes presentations to management on project progress, findings, and related budgetary issues pertaining to the entire program or individual project activities.
10. Performs and reviews strategic planning, project management planning, and project control including annual business plan, progress, cost forecasting, variances, change management, scheduling, close-out procedures, and project summary reports; proposes and manages program budgets and funding strategies; maintains master schedules and informs management of potential scheduling conflicts; secures permits and regulatory approvals; and prepares and reviews team mission statement, objectives, scope, task, schedules, budgets, and resources.
11. Directs the work of and maintains consistency of approach among multiple project teams.

12. Analyzes proposed and current legislation and governmental policies, rules, regulations, and industry standards and makes recommendations for amendments and policy positions; proposes legislation; develops partnerships for legislative and regulatory advocacy; works with internal resources, external interagency, and business groups on various program issues; and determines their impact and develops recommendations for compliance.
13. Prepares and presents reports recommending program strategies and project actions and reports on project status to the Board, management staff, other departments, outside agencies, and the public.
14. Provides customer service and support to member agencies and executive management.
15. 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 supervisory, project management, or lead position; or an advanced degree (i.e., master's or doctorate) 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 supervisory, project management, or lead position.

Required Knowledge of: Principles and practices of resource planning and resource management; engineering issues pertaining to applicable sources and projects; water systems treatment and operations; water distribution and storage; 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 Skills and Abilities to: Review work products for quality and adherence to guidelines; encourage and facilitate cooperation; exercise judgment and discretion; analyze problems, identify alternatives, and implement recommendations; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; advocate for Metropolitan's interests; establish and maintain collaborative working relationships with all levels within the organization, regulatory, other agencies, special interest groups, and the public; use business applications such as word processing, spreadsheets, database and presentation, and engineering applications; and prepare presentations for Board of Directors, executive management and all levels of the organization.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

May require knowledge, skill, or ability in: principles and practices in water supply and demand forecasting, management of water resource and exchange projects, and general understanding of land use and growth; trends and emerging technologies in water resources; trends and emerging technologies of water quality issues; water rights; water quality; hydraulics; hydrology; civil engineering; groundwater environmental restoration; environmental and biological sciences; water conservation methods and practices; treatment plant and distribution systems; permitting; storage and distribution technology; alternative water sources research; team building; budgetary concepts and procedures; public speaking; strategic planning; customer service; project planning; diplomacy; and current business and organizational management theories and practices.

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