



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## REAL PROPERTY DEVELOPMENT AND MANAGEMENT BUSINESS MANAGEMENT TEAM MANAGER

<b>Group-Section:</b> Real Property Development and Management	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 059 <b>Job #:</b> TM044
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### JOB SUMMARY

Responsible for the preparation, analysis, and monitoring of the Real Property Development and Management (RPDM) Group annual budget including operations and maintenance and capital, operating equipment, contract services, and expenditures; development of the RPDM business plan, management of human resource-related activities including selection, training, performance measures, and records management; procurement and contract oversight; and business process improvement efforts, and other related studies.

### OVERSIGHT

**Oversight Received:** Receives direction from the Group Manager.

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

### JOB DUTIES

1. Supervises staff including selection, assignment, and monitoring of work, coaching, mentoring, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; determines priorities and aligns workloads; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; ensures staff compliance with applicable health and safety standards and requirements.
2. Coordinates administrative services for the organization that include: tracking of organizational goals and objectives; analyzing organizational activities and preparing reports; coordinating development and monitoring of the organizational business plan and metrics; and reviewing and reporting on status of all organizational activities. Provides input regarding policy and procedures; assists in developing presentations for board and senior management presentations.
3. Coordinates the development of the Group O&M and Capital budget; oversees regular monitoring and variance reporting; develops and reviews monthly revenue and expenditures reports; and oversees cost variance and cost benefit studies.
4. Leads staff in development of team strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities and standards for achieving team goals; analyzes team activities and prepares reports; develops and monitors team budget; evaluates team resources needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.

5. Assists in the development of the annual business plan for the Group; oversees the reporting of the Group business plan; develops quarterly updates of the business plan.
6. Provides other services such as writing, preparing and processing board letters and reports; makes board presentations; develops and administers professional service consulting agreements; manages software agreements; oversees invoices and payments for leases, contracts and property taxes; tracks recruitment and performance evaluation activities; oversees purchasing activities; and oversees electronic records management.
7. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
8. Coordinates development of audit responses and monitors completion of related commitments.
9. Performs other duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Management and supervisory methods and techniques; principles of organizational and strategic planning; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management; report writing; presentation skills to the Board and upper management, performance measurement tools and metrics, policies and procedures related contract administration; and principles of real estate.

**Required Skills and Abilities to:** Manage a diverse workforce; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine staffing needs; review work products for detail and adherence to guidelines; facilitate teamwork; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and the public; exercise a high level of customer service; use business applications such as word processing spreadsheets and databases; communicate orally and in writing on administrative and technical topics; represent the District to public agencies, regulatory bodies, special interest groups and members of the public; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports, presentations, and analytical studies for all levels of management; and interpret policies, rules and regulations.

Job Title: Real Property Development and Management Business Management Team Manager

Job Code: TM044

Adopted: 05/06/13

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Supersedes:

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## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver's License

### **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 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