



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CORPORATE RESOURCES PROGRAM MANAGER

Group-Section: Business Technology Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 060 Job #: PM004
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JOB SUMMARY

Plan, direct, manage, and oversees the activities and operations of a highly complex and professional program; to conduct extensive and in-depth research and analysis related to assigned program; to coordinate assigned program activities with other departments and outside agencies; to serve as a staff specialist and liaison for the assigned program area; to advise management staff of needed modifications to programs or operations; to ensure program compliance with applicable regulations, policies, procedures, and guidelines; and to perform a variety of professional tasks relative to assigned area of responsibility.

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 the Unit or Section Manager.

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

JOB DUTIES

1. Coordinates all internal audit responses and recommendations to ensure execution and completion.
2. Meets with management on audit process and concerns and provides a monthly update or report on the status of the internal audits.
3. Establishes and disseminates audit process guidelines or process chart; maintains all audit files and records; issues reminders and updates to staff on outstanding audit issues; and attends all entrance and exit conferences.
4. Develops and maintains the Audit Report Tracking System; and provides tracking and monitors progress of all audit responses and recommendations.
5. Provides project support as requested on various projects for east marina, trails, and east recreation area.
6. Oversees and coordinates professional services agreement administration activities; works with project managers on agreements, amendments, request for proposals, and request for qualifications consultant team.

7. Coordinates and manages grant processing, grant funding, and grant monitoring for recreation related projects for both federal and state funding.
8. Schedules photographic and video images of projects under construction.
9. Attends all Board-Look-Ahead meetings and disseminates information regarding due dates and Board meeting and committee changes or updates, and works closely with Board letter staff to address any outstanding issues.
10. 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, 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, of which four years must have been in a supervisory, project management, or lead position.

Required Knowledge of: Operational characteristics, services, technical aspects, policies and procedures, and activities of the assigned program; principles and practices of project management and development including planning, scheduling, and budgeting; recent developments, current literature, sources of information, and 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; and pertinent federal, state, and local laws, codes, and regulations.

Required Skill and Abilities to: Perform a variety of complex project management function; identify key issues; develop policy recommendations; advance Metropolitan's policies and positions in external areas; research, analyze, and evaluate new service delivery methods and techniques and provide technical expertise; analyze problems, identify alternative solutions, and project consequences of proposed actions, and implement recommendations in support of goals; direct, coordinate, monitor, and oversee specialized studies, project schedules, and related analyses; prepare and administer budgets; direct the preparation of clear and concise technical, administrative, and financial reports; make persuasive and effective presentations of ideas and recommendations; plan, assign, supervise, review, and provide input toward evaluation of staff; select and train staff as appropriate; interpret and apply federal, state, and local policies, laws, and regulations; understand and follow oral and written instructions; communicate clearly and concisely both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

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