



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## RESOURCE DEVELOPMENT TEAM MANAGER

<b>Group-Section:</b> Water Resource Management- Planning and Development	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM069
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### JOB SUMMARY

Responsible for managing staff on the Resource Development Team that focuses on research and evaluation of new technologies; identifies and evaluates the impacts of new water resource policies that could affect Metropolitan's demand or resource strategies; monitors climate science and evaluates impacts to each resource area; and coordinates with other Units and Teams within the Water Resource Management Group to evaluate and develop water management programs to integrate water use efficiency measures and local water resources (such as groundwater, storm water, and seawater desalination) to achieve Integrated Resource Plan (IRP) resources targets and reliability goals. This position also oversees staff working on water-energy and legislative issues. This position may also provide policy support to management regarding related matters.

### OVERSIGHT

**Oversight Received:** Receives direction from, Unit, Section, or 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; determines priorities and aligns work load; reviews work quality and timeliness; assesses employees' competencies and develops training plans; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors budgets; evaluates resource needs and prepares staffing and consulting requests; may administer professional service consulting agreements; provides input regarding policy and procedures; and reviews and approves timekeeping, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities and standards for achieving organizational goals; and reviews and reports on status of all organizational activities. Establishes, tracks, and reports on staff progress related to meeting goals and objectives. Recruits and develops staff with expertise in local water resources areas such as groundwater, storm water, and seawater desalination.
4. Supervises team to evaluate impacts of potential and new federal and state water resources policies, legislation, and regulations on Metropolitan's demands and water resources strategies.

5. Oversees the evaluation and development of future supply actions including funding research and studies on emerging water use efficiency measures and regional water resources.
6. Supervises a team to monitor climate science and assess impacts of climate change on each resource area.
7. Oversees staff working on regulations and legislation on water-energy and water resources issues.
8. Supports executive management on policy development on related issues.
9. Represents Metropolitan in regional groundwater management matters.
10. Provides customer support to member agencies related to water resources integration that may impact Metropolitan's operations and administrative policies.
11. Performs other related 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 water resource related experience; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant water resource related experience. A minimum of two years must have been in a project management, supervisory or lead capacity.

**Required Knowledge of:** General water resources and water management programs available to Southern California; water resources planning; emerging technologies and water resources that could be integrated into Metropolitan's regional water system; geographical information and relational databases, statistical analysis, economics and financial analysis to plan and direct the planning function required by a large and complex water system; contract administration; supervisory and management concepts and techniques; team building skills; and budgetary concepts and procedures.

**Required Skill and Abilities to:** Manage a diverse work force; delegate technical work to subordinates; organize and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop and motivate staff; determine training needs of staff; exercise judgment and discretion; represent Metropolitan in negotiations; interpret and analyze results; communicate effectively, both orally and in writing; establish and maintain collaborative working relationships with: all levels within Metropolitan, other agencies including regulatory agencies, special interest groups and the public; and use of business applications such as word processing, spreadsheets and databases.

### **Certificates, Licenses, and Registrations Requirements**

#### **Certificates**

- None

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**Licenses**

- Valid California Class C Driver License

**Registrations**

- None

**Desirable Qualifications**

- 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