



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

RESOURCE PLANNING TEAM MANAGER

Group-Section: Water Resource Management- Planning and Development	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM070
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JOB SUMMARY

Responsible for managing staff on the Resource Planning Team, which is responsible for developing and implementing Metropolitan's Integrated Resource Plan (IRP) and related reports and plans. The Team is also responsible for developing, managing, and running the data and models related to the IRP. 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.
4. Oversees staff's support for executive management and others relating to the negotiation, development, modification and administration of water management contracts and agreements that yield measurable water supply on an annual basis.
5. Oversees the technical work and process for developing and updating Metropolitan's IRP.
6. Develops strategies to improve IRP implementation, including evaluating alternative roles for Metropolitan local resources participation and financing options.

7. Oversees the production of data for required reports and submittals, such as the annual regional progress report on conservation, recycling, and groundwater recharge to the legislature (Senate Bill 60, 1999), completion of a questionnaire as part of the U.S. Bureau of Reclamation's consultation under Title 43 Code of Federal Regulation Part 417, and Metropolitan's urban water management plan.
8. Participates in in analysis and recommendations for Water Surplus and Drought Management Plan needed actions.
9. Prepares reports on water supply and demand conditions for management, Board, the State, and other entities.
10. Updates and administers the Water Supply Allocation Plan as needed.
11. Provides system analysis as needed to evaluate and plan for distribution and treatment facility needs.
12. Oversees the development and maintenance of modeling tools and data bases for water supply and demand forecasting (including the incorporation of climate science and evaluation of other uncertainties) and water resources integration.
13. Coordinates with other entities such as the Southern California Association of Governments, San Diego Association of Governments, and University of California Los Angeles Anderson Forecast on demographics and economic planning and forecasting efforts.
14. Oversees staff's support for executive management and others relating to the development of water resources policies for the implementation of the IRP.
15. Provides customer support to Water System Operations, Engineering Services, Chief Financial Officer, External Affairs, and others at Metropolitan and member agencies in areas related to demographic data, water supply and demands and regional water resources planning.
16. 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 concepts and modeling; relationship between water resources development and water rates; 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.

Job Title: Resource Planning Team Manager

Job Code: TM070

Adopted Date: 12/31/2017

Revised:

Supersedes:

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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

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