



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REVENUE, RATES & BUDGET SECTION MANAGER

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| Group-Section: Office of the Chief Financial Officer - Treasury Debt Management Section | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 068 Job #: SM007 |
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JOB SUMMARY

Responsible for long-term financial planning and forecasting, the coordination and overall development of Metropolitan's budget, development of revenue requirements, and cost of service analysis, budget management, financial analysis, business process measurement, and recommendations for rates and charges.

OVERSIGHT

Supervision Received: Receives administrative direction from the Chief Financial Officer.

Supervision Given: Manages and supervises a staff of managers and professionals.

JOB DUTIES

1. Coordinates the development, documentation, presentation, and monitoring of Metropolitan's budget; schedules, organizes, and coordinates budgeting efforts among operating groups; prepares budget documentation, estimates, and presentations; monitors and analyzes budget variances; and meets with member agency boards, managers, staff, and Board members on proposed budget.
2. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to standards, and accuracy of results.
3. Oversees the preparation of revenue requirements, rates, and charges including development and review of general Metropolitan requirements submitted by other groups; oversees the preparation of cost of service analysis supporting rates and charges; reviews documentation including rate letters and resolutions; and meets with member agency boards, managers, staff, and Metropolitan Board on recommended rates and charges
4. Directs ad hoc financial analyses of capital and water resource investments, business process improvements, and contract negotiations; and reviews analyses with the Board.
5. Develops the section's work task priorities consistent with the business plans of the Chief Financial Officer.
6. Reviews scope of work for contracts and directs contractor efforts; and ensures timely payment of contractor invoices.
7. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Management and supervisory methods and techniques; finance, budget, economics, and organizational management; utility cost of service, rates, charges, and economics; State Water Project finance and operations; contract development and administration; operations services, policies, and procedures of Metropolitan; member agency financial operations; and business process measurement and improvement.

Required Skills and Abilities to: Manage a diverse workforce; conduct complex analysis and problem-solving related to financial management, budget, and rate setting; direct and develop financial plans and models; determine training needs of staff; exercise judgment and discretion; prepare presentations for executive management, Board of Directors, and member agencies; represent Metropolitan to member agencies; establish collaborative working relationships with internal units and external organizations; prepare and deliver presentations to a wide variety of audiences on technical subjects; and use accounting and business applications.

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.

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Job Code: SM007

Adopted: 03/22/05

Revised: 02/28/17

Supersedes: 04/01/12

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MWD

Metropolitan Water District of Southern California

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

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