



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OPERATIONS PLANNING AND PROGRAMS UNIT MANAGER

Group-Section: Water System Operations Group - Water Operations and Planning Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 068 Job #: UM019
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JOB SUMMARY

Responsible to direct, manage, and coordinate the activities of the Operations Planning and Programs Unit within the Water Operations and Planning Section, including operational planning, development and administration of water programs, and optimizing overall system operations. Areas of responsibility include projecting future operational needs; estimating demands for water; determining optimal operation based on system capabilities and operating objectives including water imports, energy consumption, and power generation; developing and implementing water storage programs.

OVERSIGHT

Oversight Received: Receives direction from the Water Operations and Planning Section Manager, Assistant Group Manager, or Group Manager.

Oversight Given: Manages and supervises a staff of managers, professionals, and technicians.

JOB DUTIES

1. Supervises the development of short-term system modeling and analysis to provide management decision support for optimizing water and power operations. Analysis includes demand and supply forecasting as well as integration of various strategic and operational objectives.
2. Manages the development and administration of water programs, such as conjunctive use storage and other operational programs. Develops and administers new water programs and contracts to help ensure that Metropolitan's water delivery reliability goals are met.
3. Manages and/or coordinates the operational aspects and implementation of storage programs with non-member agency partners, such as the SWP storage programs in the Central Valley. Interfaces with the Water Resource Management Group (WRM) on contractual and accounting matters related to various storage and resource programs.
4. Manages and 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.
5. Provides general administration of the Unit, including establishing and tracking Unit goals and objectives; analyzes Unit activities and processes; develops and monitors Unit budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.

6. Acts as project manager on operational concerns and issues; prepares proposals independently or with co-investigators to obtain outside funding for projects; and administers contracts in accordance with conditions set forth by the funding source.
7. Meets with other managers and staff to evaluate and coordinate projects; and provides technical assistance to member agencies. Leads member agency operating committee meetings with the Unit to facilitate successful implementation of water programs.
8. Manages and directs the preparation of project reports, manages data, and makes presentations for a project advisory committee or other interested or involved parties.
9. Manages the development and distribution of Water System Operations reports and updates. Provides operational information for budget development as well as for the State Water Project and Colorado River Aqueduct orders and operational coordination updates.
10. Assists in developing Unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentations, and records management.
11. Serves as a project team member and/or team leader for major projects involving substantial capital improvements, special local, regional, or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
12. Represents Metropolitan on various water committees and organizations. Works with managers and staff of local, state, and regional water entities to promote Metropolitan's interests. Prepares and provides briefings and presentations to executive management, the Board, Member Agencies, and outside entities.
13. Represents Section Manager in his/her absence as appointed by the Section or Group Manager.
14. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
15. 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 management, or supervisory, position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management, or supervisory, position.

Required Knowledge of: Water resource engineering concepts; cost and benefits analysis; statistical analysis; risk management; supervisory and leadership methods and techniques; team building; training methods and techniques; administrative practices; financial and budgetary concepts, practices, and procedures; project management; water and power interrelationships; water operations including reliability, quality, and utilization; programs and sources of water storage; computer modeling techniques and analysis; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging issues in the power and water industry.

Required Skills and Abilities to: Manage a diverse work force; plan, 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; interpret and analyze results; develop water operation strategies and solutions to complex water system problems; optimize water system operations by balancing multiple objectives; plan and organize work; understand and implement policies related to system operations and water programs; effectively utilize negotiation techniques; operate computer equipment and use a variety of computer software packages that include but are not limited to work processing and spreadsheets; communicate effectively both orally and in writing on administrative and technical topics; adapt and be flexible under rapidly changing circumstances; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective collaborative working relationships with all levels of the organization, other agencies, regulatory agencies, and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

May require knowledge skill, or ability in: demand forecasting and analysis; relevant federal, state, and local laws; diplomacy; environmental issues and project mitigation; and agricultural, commercial, and residential water use.

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.

Job Title: Operations Planning and Programs Unit Manager

Job Code: UM019

Adopted: 03/22/05

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Page: 3

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. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements