

# METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

## CLASSIFICATION DESCRIPTION

<b>Classification Title:</b>	<u>SPECIAL PROJECTS MANAGER</u>			
<b>Bargaining Unit:</b>	<u>05- ACE</u>			
<b>Class Code:</b> Z16A	<b>Grade:</b> 72	<b>EEOC Category:</b> 1	<b>Overtime Exempt:</b> Y	
<b>Group(s):</b>	<u>Executive Office/</u>			
<b>Reports to:</b>	<u>GM/AGM-CHIEF OPERATING OFFICER /</u>			

### **JOB SUMMARY**

Supports the General Manager and Assistant General Manager/Chief Operating Officer in providing strategic direction and guidance in implementing improved business practices and procedures through the utilization of work teams. Monitors employee recommendations, customer demands, and external competitive practices on a continuous basis to ensure Metropolitan remains the most competitive position in the water industry. May represent management during labor negotiations. May supervise employees.

**ESSENTIAL FUNCTIONS AND EXPECTED RESULT-** *Essential and other important responsibilities and duties may include, but are not limited to the following:*

1. Perform complex and professional project management work for projects and strategic issues within Metropolitan policies.
2. Assists in the development and implementation of changes in organization, staffing, and technology, to increase effectiveness and efficiency, and to reduce operational costs.
3. Coordinate, facilitate, and oversee team assignments in the review and resolution of specific issues related to Metropolitan operations.
4. Perform and review competitive analysis ensuring measurable savings is achieved through the redesign and implementation of business practices and procedures.
5. Provide the Office of the General Manager and Assistant General Manager/Chief Operating Officer with support and recommendations regarding corporate initiatives and issues.
6. Represents Metropolitan in meetings or public presentations to customers and other governmental regulatory agencies relative to strategic and competitive issues.
7. Identify critical strategic, project management and external issues; advise appropriate staff, recommend solutions and resolve related complex project problems.
8. May participate in the development of memorandum of understanding and policy principles between management and the bargaining units.
9. May oversee a workgroup's budget, staffing plans, and performance measures.
10. Perform other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A bachelor’s degree from an accredited college or university in business administration, engineering, public administration, or related field, or a field specially related to the work group assigned and 8 years of increasingly responsible public sector, water industry, public utility or related experience, including 4 years management and supervision of professional and technical staff in a field related to the assignment.

**OR;**

- A masters degree from an accredited college or university in a business administration, engineering, public administration, or related field, or a field specifically related to the work group assigned and 6 years of increasingly responsible public sector, water industry, public utility or related experience, including 4 years management and supervision of professional and technical staff in a field related to the assignment

**OR;**

- A combination of education and experience directly related to public sector, water industry, public utility or a related environment equaling 12 years, including 4 years management and supervision of professional and technical staff in a field related to the assignment.

### **Licenses/Certification Required**

- Valid California Class C driver’s license.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Principles and procedures of project management.
- Principles of business management.
- Operations, services, politics, and procedures of Metropolitan.
- California water issues.
- Principles and practices of program development and administration.

#### **Skill and ability to:**

- Effectively articulate and implement organizational goals and objectives.
- Perform a variety of complex project management functions.
- Identify critical project management issues and recommend effective solutions.
- Perform a variety of complex project analyses and prepare reports.

**Metropolitan Water District of Southern California Special  
Projects Manager – General Manager’s Office**

- Participate in the development and administration of project goals, objectives and procedures.
- Plan, schedules, and coordinate, facilitate interactive meetings between diverse groups of employees, managers, and bargaining units.
- Communicate effectively both orally and in writing.
- Support development and implementation of strategies, programs, policies, and procedures relating to area of responsibility.