



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## EDUCATION UNIT MANAGER

<b>Group-Section:</b> External Affairs - Conservation and Community Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 066 <b>Job #:</b> UM009
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### JOB SUMMARY

Responsible for all aspects of the grade school through college education programs and the Inspection Trip (tour) Program.

### OVERSIGHT

**Supervision Received:** Receives direction from the Conservation and Community Services Section Manager.

**Supervision Given:** Manages and supervises a staff of professionals, paraprofessionals, and administrative support.

### JOB DUTIES

1. Directs all school education programs for Metropolitan; ensures the age- and audience-appropriate communication of key concepts and objectives in a consistent and effective manner; identifies and establishes collaborative networks with businesses and other educational organizations; and directs a variety of educational outreach events and programs.
2. Facilitates coordination of resource education issues and programs among local, regional, and state agencies and organizations.
3. Oversees all coordination of inspection trips sponsored by directors, the Chief Executive Officer, or by special request; coordinates with executive management to schedule, plan, and implement all inspection trips; manages the consistent communication of current Metropolitan messages through distribution of written Metropolitan materials and speaking presentations.
4. Develops new curricula and supplemental materials and resources for both educational audiences and inspection trip guests; facilitates collaboration of internal and external contributors on the development of teaching materials; and coordinates production and distribution of materials and supplies with outside vendors.
5. Manages tracking and reporting systems for education program performance; and oversees educational materials and supplies inventory and fulfillment management system.
6. Contributes to development and achievement of group business plan including forecasting needs, developing long- and short-term strategies, and reporting results; oversees the planning of work and utilization of resources; and recognizes problems and develops viable solutions.

7. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares performance evaluations; identifies employee development and training requirements; and resolves conflicts.
8. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; evaluates and approves bids for consultants and service contracts; establishes operating procedures for section and projects involving other units and sections; and prepares various reports.
9. 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:** Current understanding and expertise in educational outreach and classroom strategies; curriculum development, instructional strategies, and student and adult learning methodologies. Current business and organizational management theories and practices; management and supervisory concepts and techniques; team building; budgeting practices and procedures; project and event planning; customer service philosophy; and public and business outreach processes.

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; analyze and evaluate program delivery; communicate orally and in writing on administrative and education-focused topics; represent Metropolitan to member agencies, public agencies, and the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, elected officials, and the public; use presentation and business applications; and prepare presentations for executive management, Board of Directors, and member agencies.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

Job Title: Education Unit Manager

Job Code: UM009

Adopted: 03/22/05

Revised: 02/14/17

Supersedes: 04/01/12

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**Registrations**

- None

**DSIRABLE QUALIFICATIONS**

Classroom teaching and/or education administration experience; tour management experience; knowledge of Southern California water agencies including Metropolitan's member agencies; and active involvement in relevant education, community, business, or other associations.

**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.

**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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**Physical Demands:** Light

**Work Environment:** Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.