



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MANAGER OF BAY DELTA PROGRAMS

Group-Section: Bay Delta Initiatives	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 82 Job #: Z70
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JOB SUMMARY

Responsible for assisting in managing the daily functions of the Bay Delta Initiatives organization including: planning, organizing, coordinating, and implementing staff activity; developing, implementing, and enforcing policies, practices, and procedures.

OVERSIGHT

Supervision Received: Receives direction from the Bay Delta Initiatives Manager.

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

JOB DUTIES

1. Manages assigned projects including Metropolitan's involvement in Sites Reservoir planning; Delta Islands projects management and Reclamation Districts representation; habitat restoration projects; and other special projects.
2. Oversees and directs preparation of and reporting on Bay Delta Initiatives budget and business plan; preparation of Board letters, Board reports, Board presentations, public presentations, technical reports, and communications.
3. Oversees professional services agreement functions, including serving as Bay Delta Initiatives contract administrator, overseeing staff performing contract administration duties including development of agreement scope of work, task orders, invoice check process, insurance checks, and invoice payment preparation for approval.
4. Represents Bay Delta Initiatives Manager or Executive Management with Metropolitan Group Managers and staff, Metropolitan Board, Metropolitan Member agencies, public and private agencies, and the general public.
5. Assists in Executive Management led initiatives and programs.
6. Supervises staff including assigning tasks, activities, programs, and projects; establishes task lists and deadlines; reviews public information requests for security reasons; reviews and ensures quality and validity of external and internal communications; ensures coordination of activities and projects among staff; and reviews and edits written and video communications and website content before presentation to executive management.
7. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentor's employees; prepares performance evaluations; identifies employee development and training requirements; and resolves conflicts.
8. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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: Current business and organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management and supervisory concepts and techniques; team building; graphic design, photography, and printing processes; a variety of writing styles and techniques; media relations practices; and crisis communications.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for quality and validity; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; strategically analyze Metropolitan communications; communicate orally and in writing on administrative and technical topics; represent Metropolitan to the press, regulatory agencies, public agencies, and the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and the public; and use presentation and business applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- Strong written and oral communication skills.
- Strong program management, project management, budget management skills and experience.
- Strong negotiating skills and experience.

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

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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