



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## REVENUE AND BUDGET SECTION MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer – Revenue and Budget	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 72 <b>Job #:</b> SM019
---	--	--

### JOB SUMMARY

Directs Metropolitan's budget operations including preparing the operating and capital biennial budgets, developing water rates and charges and revenue projections to fund the operating and capital budgets, monitoring budget to actual for revenues and expenses throughout the year and recommending adjustments as necessary, and provide financial analyses as requested; Performs administrative duties including budget formulation and execution for the department, employee selection, training and evaluation and report preparation. Represents the District at meetings, seminars and conferences. Directs the preparation of recommendations, reports and other materials for the Board of Directors. May make presentations to the financial community, legislative and other professional groups, to the Board of Directors, District staff and to the general public.

### OVERSIGHT

Receives direction from the Assistant General Manager/Chief Financial Officer. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative support.

### JOB DUTIES

1. Directs innovative and proactive financial analyses, planning, and management services to ensure that forecasted revenues are sufficient to cover planned expenditures and provide a prudent level of reserves consistent with Board policy.
2. Directs and manages rates and charges to help maintain low rates, minimize their variability, and recover costs consistent with Board policy.
3. Manages costs within the adopted budget, and strive to meet Board policies for all key financial ratios.
4. Directs and oversees the management of Metropolitan's finances in an ethically and transparent manner. Ensures that internal controls are in place to provide assurance that assets are safeguarded, and financial information is fairly stated.
5. 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, reviews, and approves performance evaluations; identifies employee development and training requirements.
6. May represent the Office of the Chief Financial Officer in labor negotiations with bargaining units.
7. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM REQUIREMENTS**

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

**Required Knowledge of:** Financial and budgeting policies procedures, and practices; utility rates and cost-of-service; relevant current and proposed state and federal water practices; water resource issues; economics of water resources; general practices associated with storage, conveyance, and distribution of source and treated waters; current business and organizational management theories and practices; personnel practices and regulations; management and supervisory concepts and techniques; negotiation techniques; project management; contract administration; and institutional frameworks.

**Required Skills and Abilities to:** Manage a diverse workforce; 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; develop and implement financial strategies, programs, policies, and procedures; manage complex financial studies and projects, including the development of water rates and charges and related cost of service studies; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications; provide presentations to executive management, Board of Directors, member agencies, and regulatory agencies, water industry professionals, and community groups.

### **Certificates, Licenses, And Registrations Requirements**

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

#### **Certificates**

- None

#### **Licenses**

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

#### **Registrations**

- None

### **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 job

Job Title: Revenue and Budget Section Manager

Job Code: SM019

Adopted: 02/24/2020

Effective: 07/01/2019

Revised:

Supersedes:

Page 2

duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**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, 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.

**Vision Requirements:** No special vision requirements