



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## TREASURY OPERATIONS TEAM MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer- Finance Group - Treasury/Debt Management Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 62 <b>Job #:</b> TM071
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### JOB SUMMARY

Responsible for coordinating activities related to the management of disbursements, collection of revenues and coordination of debt service payments with paying agents/trustees. Manages disbursements, collection of revenues, and debt service payments to ensure that financial assets are protected and that activities related to those assets are in accordance with Metropolitan's policies and all applicable laws. Assists in developing the monthly cash and investments reporting to management and the Board.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit, Section Manager, Group Manager or Assistant General Manager/CFO.

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

### JOB DUTIES

1. Supervises staff including directing, assigning, and monitoring work, coaching, mentoring, addressing personnel issues, providing motivation, discipline, and guidance; determines Team and/or project priorities and aligns work load with available resources; reviews work for thoroughness, adherence to applicable standards, policy, and accuracy; ensures the team provides reliable service to customers; and monitors projects and staff to ensure compliance with regulatory requirements, and adherence to safe work practices and policies.
2. Assesses staff performance and competencies, and completes employee performance evaluations; develops and trains employees in applicable techniques and methodologies; partners with HR to administer and track training plans for skills and professional development, and enhancement of the team's members; provides cross-training opportunities as appropriate, and develops team succession plans; ensures staff completion of mandatory and recommended training including regulatory compliance and safety training. Takes an active role in developing a safe work environment and promoting the safety of self and others by implementing safety training, monitoring employee adherence, and promptly evaluating and implementing safety recommendations.
3. Provides general administration of the team including establishing and tracking organizational goals and objectives; determines and implements strategic priorities; provides input regarding policies and procedures; development of team vision, standards for customer support, service plans and priorities; develops and approves team, project, and work schedules and leave requests, and analyzes and reviews team activities and prepares various reports; reviews and approves time, reimbursement requests, and purchases.
4. Develops and monitors team, project, and equipment budgets to ensure the most efficient use of resources; prepares cost estimates and oversees the requisitioning of materials, equipment, and supplies necessary to meet organization goals and objectives; assures adequate supply of

MWD

*Metropolitan Water District of Southern California*

inventories; assures adherence to established guidelines and accurate and timely reporting and accounting, and tracking and control of budgetary information; evaluates resource needs and prepares staffing, equipment, and consulting requests; prepares, reviews and/or approves purchases, purchase and vendor service requisitions, and contract documents.

5. Acts as a technical advisor for team and cross-organization activities; assigns and directs the work of team members; develops, reviews, and submits improvement project proposals; acts as a subject matter expert related to administrative and/or operational issues, and facility improvements; participates in establishing procedures and standards for efficient, safe, and reliable operations.
6. Meets with internal and external customers to coordinate work on projects and initiatives; initiates and supervises staff activities; collaborates with other managers and staff to ensure reliable, cost-effective, and safe operations; provides accurate, timely and thorough communication to other members of the management team on issues relating to team responsibilities, standards, and compliance.
7. Oversees the processing of all documents to ensure that funds are invested to provide liquidity for in excess of \$1 billion in expenditures for Metropolitan's operations, construction projects and trust funds; assists with cash flow projections.
8. Coordinates with paying agents to ensure accurate and timely payment of the District's fixed and variable rate debt service costs; reviews legal documentation of variable rate debt, swaps and agreements with liquidity providers, escrow agents, paying agents and remarketing agents to ensure payment; develops and implements procedures and processes to calculate, record and pay costs related to variable rate debt and swap transactions.
9. Coordinates and oversees treasury operations; works with Controller staff to ensure that disbursements are made according to policy; monitors agreements with remarketing agents and consultants; manages agreements with banks for banking services, escrow accounts and other services; coordinates to ensure that cash forecasting schedules are current; monitors and coordinates the collection of water sales receipts.
10. Conducts special projects as needed. Assists with MWD's ad valorem and standby charge property tax levy program.
11. Assists WSO Power Section on energy trading credit analysis; prepare quarterly Middle Office Report for AGM/CFO/Treasurer.
12. Works with external managers to update the annual Statement of Investment Policy to ensure consistency with current regulations and state and federal laws for three entities - MWD, DCA, and DCFA.
13. Prepares reports and communicates financial information portfolio results and performance investment policy changes to the F&I Committee.
13. Evaluates performance of external managers by comparing to benchmarks, and monitors manager compliance with MWD policies and objectives, as well as state and federal laws and regulations. This also includes resolving any performance issues or failures to comply with the managers statement of investment policy.

Job Title: Treasury Operations Team Manager

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Effective: 06/26/22

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Supersedes: N/A

Page: 2

MWD

*Metropolitan Water District of Southern California*

15. Manages agreements/contracts with outside portfolio managers, banks, and third parties providing banking and professional services.
16. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in a related field from an accredited college or university, and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university in a related field and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Management and supervisory methods and techniques; principles of economics, and finance; budgetary concepts and procedures; training methods and techniques; public finance; cash management; commercial commerce law and banking practices.

**Required Skills and Abilities to:** Manage a diverse workforce; prepare comprehensive administrative and technical documents and reports; analyze financial/treasury operations in a public entity; conduct detailed financial analysis communicate orally and in writing on administrative and technical topics; represent the District to commercial bankers, underwriters, and consultants; establish and maintain collaborative working relationships with senior management and outside consultants and portfolio managers; prepare investment performance and statistical reports; prepare presentations for executive management and Board committees; use business, banking and accounting 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**

- Certified Financial Analyst
- Certified Public Accountant

## **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 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

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Page: 3

MWD

*Metropolitan Water District of Southern California*

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.

**Vision Requirements:** No special vision requirements.

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Page: 4