



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INNOVATION PROGRAM MANAGER

Group-Section: Sustainability, Resiliency, and Innovation Office	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 63 Job #: PM035
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JOB SUMMARY

Program Manager for Metropolitan's Innovation Program. Responsible for planning and managing activities to identify new technologies, business opportunities, and strategic partnerships that will benefit Metropolitan, and develop guidelines, onboarding strategies, workflow, and metrics to support, advance and demonstrate the value of those opportunities.

OVERSIGHT

Supervision Received: Receives direction from the Section or Group Manager.

Supervision Given: May exercise technical and functional supervision over assigned and matrixed staff.

JOB DUTIES

1. Develops, coordinates, and implements a range of innovation opportunities and programs at Metropolitan. Prepares short and long-range plans based on organizational challenges, defines objectives that align with strategic initiatives, and prepares a forecast of financial needs and related budget; assists with regular updates of business impact analyses, and outlines the scope of work and specific associated tasks.
2. Participates and arranges meetings with group, section and unit staff and managers to assess needs, introduce technologies and innovation opportunities, and facilitate member agency and water utility exchanges based on best practices.
3. Leads the Employee Innovation Council and supports the subcommittees in the development of Metropolitan's innovation program. Coordinates with staff to submit blue sky ideas and address key challenges; Curates, evaluates and determines feasibility of innovation ideas and idea development; Supports idea development through cross-divisional ad hoc teams; Provides program support and assists with district-wide communication of innovation success and resulting culture changes.
4. Facilitates peer-to-peer discussions among U.S. and global agencies for purposes of sharing best practices and approaches to operational challenges. Develops and maintains innovation inventory and archives for continuous sharing of concepts and new ideas.
5. Assesses organizational responses and needs, recruits' innovators, engages stakeholders and defines specific roles and responsibilities necessary for innovation program execution.
6. Supports efforts to create an innovative culture equipped to repeatedly and reliably develop new solutions to current and emerging challenges.

7. Participates as a key member of various internal and external partnerships; regularly reports to management; manages program consultants and vendors; and performs professional project management work as a member of project teams.
8. Monitors and evaluates the efficiency and effectiveness of program methods and procedures; develops reports and makes presentations to management on innovation and technology programs or individual project activities. Tracks and maintains program metrics related to external funding and grants to support pilots and trials.
9. Performs and reviews project management planning and project control including related annual work plans, progress, cost forecasting, variances, change management, scheduling, close-out procedures, and project summary reports; maintains master schedules and informs management of potential scheduling conflicts; prepares and reviews objectives, scope, task, schedules, budgets, and resources.
10. Provides training and assistance to staff responsible for the development and implementation of innovation plans; schedules and coordinates pilots and trials between technology providers and internal staff; and oversees implementation of action items identified during the testing and exercise process.
11. Pursues external funding, which includes the timely preparation of research proposals and grant applications. May act as Principal Investigator on research grants, conducting research as outlined in the scope of work. This also includes grant budgetary oversight, and timely completion of financial reports, periodic technical progress reports and draft/final project reports. Ensures compliance with grant award requirements and regulations associated with the receipt of external funding.
12. Pursues external funding, which includes the timely preparation of research proposals and grant applications. May act as Principal Investigator on research grants, conducting research as outlined in the scope of work. This also includes grant budgetary oversight, and timely completion of financial reports, periodic technical progress reports and draft/final project reports. Ensures compliance with grant award requirements and regulations associated with the receipt of external funding.
13. Analyzes legislation and governmental policies, rules, and regulations; works with internal resources on various program issues; benchmarks Metropolitan's program to industry best practices; and determines their impact and develops recommendations for compliance.
14. Prepares and presents reports on program status to management, outside agencies, and the public.
15. Performs other related job duties as required.

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Job Code: PM035
Adopted: 09/08/2022
Effective: 06/27/2021
Revised:
Supersedes:
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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 supervisory, project management, or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a Supervisory, project management, or lead position.

Required Knowledge of: Interdisciplinary group leadership; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; project management; and trends and emerging technologies in business innovation and technology.

Required Skills and Abilities to: Manage a diverse work force; 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; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; 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 such as word processing and spreadsheets; prepare presentations for executive management, Board of Directors, member agencies, and the media; and serve as a subject matter expert in innovation efforts.

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

Certification in project management [e.g., Project Management Professional (PMP)].

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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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 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 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. The work environment may require some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements