



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER RESOURCE MANAGEMENT SECTION MANAGER

Group-Section: Water Resource Management Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 072 Job #: SM008
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JOB SUMMARY

Responsible for managing Resource Planning and Development functions or Water Resource Implementation functions in the group business plan. Areas of responsibility include water supply and demand forecasting; evaluation of policy implications and recommending policy principles for Board consideration; resource planning; resource development; Water Resource projects and programs; negotiations of water agreements with other agencies; review of new and proposed federal, state, and local legislation and agreements; and protection of water supply and contract rights, and representing Metropolitan's interests with other agencies. Lead primary Metropolitan organization elements responsible for managing and protecting Metropolitan's critical water supply and large financial exposure in the State Water Project, Colorado River, Bay Delta, and local resources.

OVERSIGHT

Supervision Received: Receives administrative direction from the Group Manager.

Supervision Given: Manages and supervises a staff of managers.

JOB DUTIES

1. Manages the overall operation of the Resource Planning and Development Section or the Resource Implementation Section including forecasting water resources and infrastructure needs, developing long and short-term strategies, identifying and developing water sources and negotiating, managing, and implementing programs for water transfer, conservation, exchange, storage, water recycling, groundwater recovery, and seawater desalination; reviews and analyzes proposed legislation; provides technical support to legislative programs; oversees the planning of work and utilization of resources; recognizes problems and develops viable solutions; determines and manages studies associated with current and new alternative sources of water; and develops and manages contracts.
2. Evaluates the performance of Water Resources staff directly and indirectly through subordinate managers and supervisors against the section's defined performance plan, approved budget, and organizational goals and objectives.
3. Assigns and explains Metropolitan and section goals and objectives to subordinate managers; reviews work plans, agreements, and projects to control costs, balance workloads, anticipate and avoid delays, and meet deadlines; and evaluates work in progress and reviews completed work.
4. Oversees all staffing plans, personnel actions, and employee relation activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.

5. Oversees the preparation of the section budget; monitors the expenditure activities; approves Operating and Maintenance expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
6. Provides technical assistance to other groups and sections within Metropolitan; assists member agencies on technical issues and directs forums for exchange of technical and regulatory information and resource development; identifies and resolves contract issues; identifies and implements water agreements with source agencies; participates in professional forums at the national, state, and local levels on current issues; interacts with regulatory agencies in development and review of regulatory issues; participates with other Metropolitan management and staff to determine cost effective and reliable resource strategies; and identifies and resolves source water quality issues and develops strategies to minimize adverse impact on the water quality.
7. Ensures compliance with local, state, and federal laws, regulations, and requirements; and ensures all workplace health and safety policies and procedures are followed.
8. Develops, adjusts, and manages strategic direction to advance the reliability and effectiveness of Metropolitan resource investments and programs.
9. Manages the negotiation, development, and administration of high-value contracts for water supply and conservation. Resolves disputes and protects Metropolitan's contractual rights.
10. Evaluates and makes recommendations regarding legislation, regulations, and standards affecting water resources. This includes representing Metropolitan in interagency forums and partnerships.
11. Prepares and presents reports on project status to the Board, management staff, other departments, outside agencies, and the public.
12. Provides customer service and support to member agencies and executive management.
13. Performs other related 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: 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

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management theories and practices; personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; negotiation techniques; project management; contract administration; water quality and pollution control; hydrology; and institutional frameworks.

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; manage water resource planning and development; negotiate and administer resource agreements; administer consultant services agreements; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public and private entities, 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; provide presentations to executive management, Board of Directors, member agencies, and regulatory agencies, water industry professionals, and community groups.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

May require knowledge, skill, or ability in: principles and practices in water supply and demand forecasting, synthesis of water-related technical information, and comprehension and anticipation of consequences on the regulatory framework; management of water resource and exchange projects and general understanding of land use and growth; facility operations and maintenance; energy procurement; design and construction techniques; hydraulics; trends and emerging technologies in water resource; financial management; team building; budgetary concepts and procedures; skill in public speaking; strategic planning; customer service; project planning; and diplomacy.

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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