



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CLIMATE ACTION PLAN PROGRAM MANAGER

Group-Section: Sustainability, Resilience, and Innovation Office	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: PM038
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JOB SUMMARY

The Climate Action Plan Program Manager is responsible for planning and managing activities to implement greenhouse gas (GHG) reduction initiatives throughout the district, identify funding opportunities for program implementation and oversee monitoring and reporting progress. The Program Manager will also identify strategic partnerships within the district, as well as externally, to execute the strategies of Metropolitan's Climate Action Plan (CAP).

OVERSIGHT

Oversight Received: Receives direction from the Sustainability and Resilience Section Manager, or Chief Sustainability, Resilience, and Innovation Officer (CSRIO).

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

JOB DUTIES

1. Develops, coordinates, and implements a range of climate action opportunities and programs at Metropolitan. Prepares short and long-range plans based on organizational challenges, defines objectives that align with the CAP, and prepares a forecast of financial needs and related budget needs and opportunities.
2. Participates and arranges meetings with group, section and unit staff and managers to assess needs, opportunities, and climate action strategies, and facilitates member agency and water utility exchanges based on best practices.
3. Leads the Climate Action Plan Implementation Work Group and supports subcommittees as needed. Coordinates with staff to develop workplans and monitor progress on Climate Action Plan quantitative and supportive measures. Provides program support and assists with district-wide communication of CAP 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 climate action in water utilities.
5. Supports efforts to create an innovative culture equipped to repeatedly and reliably develop new solutions to current and emerging climate challenges.
6. Participates as a key member of the Sustainability, Resilience, and Innovation team, as well as internal and external working groups; regularly reports to management; manages program consultants and vendors; and performs professional project management work as a member of project teams.
7. May oversee staff collection of GHG inventory data, Scope 3 emissions data as well as other monitoring and reporting requirements of the CAP.
8. Monitors and evaluates the efficiency and effectiveness of program methods and procedures and provides recommendations for program and plan updates; produces the five-year update of the CAP as well as annual reports.

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9. Oversees the data accuracy and presentation on the public-facing dashboard, CAPDash and ensures it is regularly updated and communicated to various interested partners.
10. Pursues external funding, which includes the timely preparation of research proposals and grant applications. May act as Principal Investigator on grants and funding opportunities.
11. Analyzes legislation and governmental policies, rules, and regulations; benchmarks Metropolitan's Climate Action Plan and GHG reductions measures to industry best practices; and determines their impact and develops recommendations for compliance.
12. Prepares and presents reports on program status to the Board, management, outside agencies, and the public.
13. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and twelve years 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 in a related field and eight years of relevant experience, of which four years must have been in a Supervisory, project management, or lead position.

Required Knowledge of: Water and climate policy; climate action planning and implementation; interdisciplinary group leadership; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; relevant federal, state, and local laws; project management; GHG inventory practices and protocols; and trends and emerging practices in climate action.

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; prepare presentations for executive management, Board of Directors, member agencies, and the media; and serve as a subject matter expert in climate action 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

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Adopted: 12/05/2023

Effective: 06/25/2023

Revised: N/A

Supersedes: N/A

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Registrations

- None

DESIRABLE QUALIFICATIONS

- Project Management Professional Certification (PMP)
- Climate Change Professional Certification (CC-P)

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 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.

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