



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## OPERATIONS PLANNING TEAM MANAGER

<b>Group-Section:</b> Water System Operations – Water Operations and Planning	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM076
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### JOB SUMMARY

Responsible for managing and supervising operational planning and optimizing overall system operations. Areas of responsibility include projecting future operational needs; estimating demands for water; estimating supply availability; determining optimal operation based on system capabilities and operating objectives including meeting member agency demands, meeting water quality requirements, managing storage, allowing for system maintenance and shutdowns, meeting blending objectives, minimizing energy consumption, and maximizing hydroelectric power production.

### OVERSIGHT

**Oversight Received:** Receives direction from Unit, Section, or Group Manager.

**Oversight Given:** Manages and supervises a staff of professionals.

### JOB DUTIES

1. Supervises the development of short-term system modeling and analysis to provide management decision support to optimize water and power operations. Analysis includes demand and supply forecasting as well as integration of various strategic and operational objectives.
2. Manages the implementation of the Water Surplus and Drought Management (WSDM) Plan to optimize Metropolitan's storage reserves to increase water supply reliability to the region including the development and distribution of WSDM reports and preparation of WSDM recommendations in coordination with Water Resource Management staff and managers through the WSDM Technical Team.
3. Manages the development and distribution of Water System Operations reports and updates, such as the Annual Operating Plan, Operations Planning Agenda, and Weekly Operations Update. Provides operational information for budget development as well as for the State Water Project and Colorado River Aqueduct orders and operational coordination updates.
4. Supervises the development and maintenance of databases that support team analysis and reporting.
5. Supervises staff including selection, assignment, and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns work load; reviews work quality and timeliness; assesses employees' competencies and develops training plans; and ensures staff compliance with applicable health and safety standards and requirements.

6. Provides general administration of the team including establishing and tracking team goals and objectives; analyzing team activities and processes; developing and monitoring team budget; evaluating resource needs and preparing staffing and consulting requests; and reviewing and approving time, reimbursement requests, and purchases.
7. Manages and directs staff to identify and resolve operational issue and concerns. Works with Engineering Services Group and Water System Operations staff to articulate system operations requirements for shutdowns and capital projects.
8. Prepares proposals independently or with co-investigators to obtain outside funding for projects and administers contracts in accordance with conditions set forth by the funding source.
9. Meets with other managers and Water System Operations staff to evaluate and coordinate projects; and provides technical assistance to member agencies.
10. Manages and directs the preparation of reports, manages data, and makes presentations interested or involved parties.
11. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentations, and records management.
12. Represents Metropolitan on various water committees and organizations. Works with managers and staff of local, state, and regional water entities to promote Metropolitan's interests. Prepares and provides briefings and presentations to executive management, the Board, Member Agencies, and outside entities.
13. Represents Unit or Section Manager in his/her absence as appointed by the Section or Group Manager.
14. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
15. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree 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 and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

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**Required Knowledge of:** Water resource engineering concepts; cost and benefits analysis; statistical analysis; risk management; supervisory and leadership methods and techniques; team building; training methods and techniques; administrative practices; financial and budgetary concepts, practices, and procedures; project management; water and power interrelationships; water operations including reliability, quality, and utilization; storage facilities and programs; computer modeling techniques and analysis; relevant federal, state, and local laws; negotiation techniques; contract administration; and trends and emerging issues in the water industry.

**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; develop water operation strategies and solutions to complex water system problems; optimize water system operations by balancing multiple objectives; plan and organize work; understand and implement policies related to system operations; effectively utilize negotiation techniques; operate computer equipment and use a variety of computer software packages that include but are not limited to word processing, spreadsheets, and databases; communicate effectively both orally and in writing on administrative and technical topics; adapt and be flexible under rapidly changing circumstances; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective collaborative working relationships with all levels of the organization, other agencies, regulatory agencies, and the public.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

None

## **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.

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

**Vision Requirements:** No special vision requirements

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