



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## FINANCE SERVICES UNIT MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer – Finance Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 066 <b>Job #:</b> UM045
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### JOB SUMMARY

Manages and oversees extensive in-depth research and analysis related to assigned programs or projects. Coordinates and leads assigned program activities with other departments and outside agencies including preparation, presentation, and documentation of departmental budgets, and serves as a staff specialist and liaison for assigned areas of responsibility.

### OVERSIGHT

**Supervision Received:** Receives direction from the Group Manager or Assistant General Manager/Chief Financial Officer.

**Supervision Given:** Manages and supervises a staff of managers, professionals, and paraprofessionals.

### JOB DUTIES

1. Performs complex and sensitive professional project management duties involved in the development, coordination, and implementation of special programs and functions; identifies critical project management issues, advises appropriate staff, recommends solutions, and resolves complex project problems.
2. Develops, recommends, and implements strategies to protect and promote Metropolitan's interests; prepares long-range plans including forecasting financial needs and preparing budgets; monitors the financial integrity of assigned programs; and identifies long-term financial viability and opportunities to enhance financial strength.
3. Participates in setting and establishing Metropolitan priorities to meet business strategies; and designs, implements, and monitors strategic planning and performance measurement programs.
4. Assesses the assigned program's needs; interprets regulatory requirements and advises staff; and develops new processes and procedures to meet new or anticipated requirements.
5. Analyzes program goals, objectives, and priorities; recommends modifications for improved efficiency to management staff; and incorporates modifications as approved and appropriate.
6. Interacts extensively with management, senior technical, and legal, officials of regulatory and other governmental agencies, business groups, and environmental groups.
7. Performs complex professional project management work as a team member for projects and strategic issues within Metropolitan's policies.
8. Monitors and evaluates the efficiency and effectiveness of program administration and service delivery methods and procedures; and allocates resources accordingly.
9. Performs and reviews project management planning and project control including annual work plan, progress, cost forecasting, variances, change management, scheduling, close-out procedures, and project summary reports; maintains master schedules and informs management of potential

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scheduling conflicts; and prepares and reviews team mission statement, objectives, scope, task, schedules, budgets, and resources.

10. Analyzes proposed and current legislation and governmental policies, rules, and regulations; determines their impact and develops recommendations for compliance.
11. Prepares and presents reports on project status to the Board, management staff, other departments, agencies, and the public.
12. Selects and assigns staff, ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors' employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.
13. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and 12 years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and 10 years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of** Public sector budgeting and accounting practices; public finance and administration principles and practices; performance measures; business planning theory and application; cost analysis and management techniques; principles and practices of project management and development including planning, scheduling, and budgeting; applied research techniques related to assigned programs; advanced principles and techniques of research, investigation, and analysis; principles and practices of public sector contract administration and management; and pertinent federal, state, and local laws, codes, and regulations.

**Required Skills and Abilities to:** Prepare project plans and reports; effectively manage projects within schedule and budget; prepare comprehensive administrative and technical documents and reports; review work products for detail and adherence to guidelines; communicate effectively orally and in writing on administrative, technical, and financial topics; encourage and facilitate cooperation; exercise sound professional judgment and discretion; establish collaborative working relationships with internal units, external organizations, and governmental agencies, and organizations; prepare and deliver presentations for executive management; and effectively use business applications including word processing tools, spreadsheets, presentation tools, databases, and enterprise information systems.

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

### **Certificates**

- None

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Effective: 06/25/2023

Revised: N/A

Supersedes: N/A

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**Licenses**

- Valid California Class C Driver's License that allows you to drive in the course of your employment

**Registrations**

- None

**DESIRABLE QUALIFICATIONS**

- Proficiency in Microsoft Office productivity tools on the personal computer including Outlook, Excel, Word, PowerPoint, and Project.
- Prior experience and/or training in business continuity or business resumption planning and management.

**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 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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