

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>PRESIDENT & CHIEF EXECUTIVE OFFICER</u>						
Bargaining Unit:	<u>01-Unrepresented</u>						
Class Code:	<u>001</u>	Grade:	<u>FR</u>	EEOC Category:	<u>1</u>	Overtime Exempt:	<u>Y</u>
Group:	<u>Executive Offices</u>						
Reports to:	<u>Board of Directors</u>						

JOB SUMMARY

Directs all administrative, operational, and financial activities and water management programs for Metropolitan. Determines Metropolitan's mission, goals, and objectives in conjunction with the Board of Directors.

ESSENTIAL FUNCTIONS AND EXPECTED RESULTS

1. Directs the development and implementation of Board policies, rules, and regulations in accordance with Metropolitan's Administrative Code and other Board-approved policies.
2. Determines administrative policies, programs, and procedures; direct their execution. Monitor program results to ensure that they effectively support Metropolitan's goals and objectives.
3. Directs Metropolitan's activities throughout the various divisions through delegation of authority; meet with division managers on a regular basis to ensure efficient and cost-effective operations.
4. Approves special studies, reports, and documents for submission to the Board of Directors with recommendations for policy determination for Metropolitan. Make presentations to the Board of Directors as required to seek authorization for policy recommendations and to advise them of ongoing divisional activities and programs, capital projects, and other such matters required to maintain Metropolitan's internal operations.
5. Directs financial and administrative affairs relating to bond sales, tax levy, determination of revenue requirements, long- and short-term capital projects, water resources, and water sales to ensure that Metropolitan's short- and long-term needs are addressed.
6. Directs the development of water resources for Metropolitan to ensure that Southern California's water supply requirements can be met.
7. Formulates and implement policies, set standards and procedures, and administer activities related to Metropolitan's operations to ensure that they comply with applicable laws, regulations, policies, and procedure

Metropolitan Water District of Southern California
President & Chief Executive Officer

8. Determines Metropolitan's annual budget and monitor expenditures within the organization to ensure the most efficient use of resources and adherence to established guidelines.
9. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university, majoring in public administration, business administration, economics, engineering, finance, or a related field and 12 years of progressively responsible and directly related managerial experience;
- OR**
- Master's degree from an accredited college or university, majoring in public administration, business administration, economics, engineering, finance, or a related field and 10 years of progressively responsible and directly related managerial experience;
- OR**
- Such experience as the Board of Directors deems appropriate.

LICENSES/CERTIFICATION REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of governmental fiscal management, budgetary control, taxing principles, and bond sales
- Public agency trends as they relate to business practices
- Administrative practices for a public agency organization with responsibilities for a variety of water issues relating to contract negotiations, water management programs, water resources, and regulatory requirements
- Southern California water problems and issues

Skill and ability to:

- Manage a large and diverse workforce
- Formulate and implement organizational goals and objectives
- Formulate and implement strategies, programs, policies, and procedures

Job Title: President & Chief Executive Officer

Job Code: 001

Revised Date: May 21, 2001

Supersedes General Manager dated 12/14/94

Metropolitan Water District of Southern California
President & Chief Executive Officer

- Prepare and deliver clear, concise, and well-organized presentations to management, employees, external and member agencies, the Board of Directors, the media, and the general public
- Effectively interface with external governmental and regulatory agencies, high-level officials, and the general public
- Travel to various and remote sites within the area and other Metropolitan areas

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Availability of water supply for Southern California
- Budget
- Cost containment
- Productivity measures for employee performance
- Customer satisfaction
- Mutually beneficial working relationships with external regulatory and governmental agencies
- Selection and retention of workforce to meet Metropolitan diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope:

- Dotted-line responsibility (functional supervision) for approximately 2100 employees assigned to various divisions
- **Project management examples:**

Job Title: President & Chief Executive Officer
Job Code: 001
Revised Date: May 21, 2001
Supersedes General Manager dated 12/14/94