

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION

Classification Title:	<u>GENERAL MANAGER</u>		
Bargaining Unit:	<u>00-Executive</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

This position is responsible for the leadership and management of Metropolitan in fulfilling its mission and directly reports to the Board of Directors. In this capacity, the position is responsible for implementing public policies and strategic initiatives, managing the assets and resources, and directing all administrative, operational, and financial activities and water management programs for Metropolitan consistent with Metropolitan's mission, goals, and objectives that are established by the Board of Directors.

ESSENTIAL FUNCTIONS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

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 employee groups that reports to the General Manager 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.

Salary grade change per Board Letter 10-2 dated July 7, 2007
Revised date: 7/23/07
Job Title: General Manager
Job Code: 001

**Metropolitan Water District of Southern California
General Manager**

6. Directs the development of water resources for Metropolitan to ensure that Southern California's water supply requirements can be met consistent with Metropolitan's goals and objectives established by the Board of Directors.
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
8. Present Metropolitan's annual budget for Board consideration and adoption, and monitors approved expenditures within the organization to ensure the most efficient use of resources and adherence to established guidelines.
9. Represents Metropolitan's position and interests as directed by the Board in hearings held by the state and federal legislatures, and in meetings with regulatory agencies, state and local governments, and outside interests.
10. 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**
- Advanced degree from an accredited college or university, majoring in public administration, business administration, economics, engineering, law, 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.

CERTIFICATES, LICENSES, AND REGISTRATIONS

None

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Southern California water infrastructure and issues.
- 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
- 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 1800+ employees assigned to various management units.
- Direct supervision of the Assistant General Manager/Chief Operating Officer, Assistant General Manager/Chief Administrative Officer, Deputy General Manager and Assistant General Manager/Chief Financial Officer