



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

GENERAL MANAGER

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: FR Job #: 001
---	--	--

JOB SUMMARY

This position executes the policies and strategic initiatives set by the Board of Directors with a commitment to integrity, respect, transparency, fiscal and ratepayer responsibility, sustainability and equity. In this capacity, the position is responsible for managing the agency's assets and water resources to ensure a reliable, sustainable and resilient water supply for its member agencies in an environmentally and fiscally responsible manner, including incorporating the impacts of climate change and water initiatives to reduce costs and create new forms of revenue.

OVERSIGHT

Reports to the Board of Directors. Direct supervision of the Assistant General Managers and dotted-line responsibility (functional supervision) for approximately 1800+ employees assigned to various management units.

JOB DUTIES

1. Directs the development and implementation of Board policies, rules, and regulations in accordance with Local, State and Federal law, Metropolitan's Administrative Code and other Board-approved policies.
2. Determines administrative policies, programs, and procedures; directs their execution. Monitors program results to ensure that they effectively support Metropolitan's goals and objectives.
3. Directs Metropolitan's activities throughout the various employee groups that report to the General Manager through delegation of authority; meet with managers on a regular basis to ensure efficient and cost-effective operations and ensure a culture of inclusivity and opportunities for employee growth and development.
4. Approves special studies, reports, and documents for submission to the Board of Directors with recommendations and options 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 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, ratepayer impacts and water sales to ensure that Metropolitan's short- and long-term needs are addressed.
6. Directs the development of reliable, sustainable and resilient 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 implements Board authorized policies, set standards and procedures, and administers activities related to Metropolitan's operations to ensure that they comply with applicable laws, regulations, policies, and procedures.
8. Directs the creation and maintenance of comprehensive and effective human resources management programs, policies, and systems; policies and practices that support diversity, equity, and inclusion of all employees; facilitates leadership development and training opportunities; and directs and monitors the District's labor relations, labor negotiations, and labor-management programs and initiatives.
9. Presents 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.
10. Represents, and negotiates, 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.
11. Performs other related duties as required

EMPLOYMENT STANDARDS MINIMUM REQUIREMENTS

Education and Experience:

- Bachelor's degree from an accredited college or university, majoring in public administration, business administration, economics, engineering, finance, natural resources or a related field and fourteen 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, natural resources or a related field and twelve years of progressively responsible and directly related managerial experience;

AND

- Experience leading an organization with a significant workforce and complex governmental regulation; experience leading an organization with numerous organizational customers; experience with government relations at the state and federal levels; experience in negotiating issues or projects with significant and diverse political interests; or such experience as the Board of Directors deems appropriate.

Required Knowledge of: Federal, state, and local government legislative processes; political processes; 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; regional water resilience and local water project

Job Title: General Manager
Job Code: 001
Adopted:
Effective: 06/28/20
Revised: 01/15/21
Supersedes: 07/23/07
Page 2

development and implementation; energy and environmental impacts of water management and operations; climate science as it pertains to weather patterns and water availability; communications strategies and tools; Southern California water problems and issues; Urban, agricultural, and environmental water interests; State of California water infrastructure and issues including State Water Project and Delta; Colorado River regulation and rights, and parties who are entitled to Colorado River supplies; current business and organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management and supervisory concepts and techniques; team building; consensus-building best practices; governmental and community relations; contract administration; and complex project management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for quality and validity; encourage and facilitate cooperation among subordinates, peers, stakeholders and political leaders; mentor, develop, and motivate staff; determine training needs of staff; exercise vision, integrity, respect, judgment, and discretion; act with ethics and integrity; research and analyze legislation and evaluate its impact; develop position papers; communicate orally and in writing on administrative and technical topics; represent Metropolitan to regulatory agencies, public agencies, and elected officials; establish and maintain effective and collaborative working relationships with all levels within the organization, member agency managers, outside agencies, elected officials, community-based organizations and the public; use presentation and business applications; supervise preparation of presentations for executive management, Board of Directors, and member agencies; effectively communicate Metropolitan's position on diverse and competing interests; interface and maintain effective liaison with member agencies, the Board of Directors, elected officials, civic and business leaders and community-based organizations; and travel to various and remote sites within the area, other Metropolitan areas, and out of state.

Certificates, Licenses, and Registrations Requirements

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

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

Registrations

- None

DESIRABLE QUALIFICATIONS

- Knowledge of pertinent regulations and laws that impact Metropolitan objectives; or an understanding of water regulations and laws governing a similarly situated water agency

Job Title: General Manager

Job Code: 001

Adopted:

Effective: 06/28/20

Revised: 01/15/21

Supersedes: 07/23/07

Page 3

- Knowledge of California water agencies including Metropolitan's member agencies; and active involvement in relevant community, business, or other associations in the candidate's current location.
- Knowledge of interstate water infrastructure and policy issues including negotiations on water rights, projects and contracts.

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
- Sustainability and climate change policy
- Diversity, Inclusion and Equity
- Budget
- Cost containment
- Productivity measures for employee performance
- Customer satisfaction
- Mutually beneficial working relationships with external regulatory and governmental agencies and Metropolitan stakeholders, for example environmental organizations, member agencies and labor groups
- Selection and retention of workforce to meet Metropolitan diversity objectives

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, 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. Travels that require overnight stays.

Vision Requirements: No special vision requirements

Job Title: General Manager

Job Code: 001

Adopted:

Effective: 06/28/20

Revised: 01/15/21

Supersedes: 07/23/07

Page 4