



Job Classification

Title: Chief Administrative Officer
FLSA Status: Exempt
Job Code: 104

POSITION OVERVIEW

This position manages several day-to-day administrative matters of the District; assumes principal responsibility for external affairs, including legislative and conservation/education activities; and assists the General Manager and Management team with the planning and coordination of water resource procurement and management strategies. The Chief Administrative Officer is a high-level managerial position with wide latitude for independent decision-making and close interaction with the District's Board of Directors, staff, wholesale customers, and other external audiences.

OVERSIGHT

Supervision Received: Reports to the General Manager

Supervision Given: Supervises the IT Manager, Human Resource/Risk Manager, and the Administrative/Communications Assistant. Oversees the activities of the administrative department.

ESSENTIAL FUNCTIONS

- Assumes management responsibility for all Administration department functions.
- Independently conceives and recommends programs and policies that will achieve and/or support the District's goals and mission.
- Directly and through subordinates, provides guidance, direction, and discipline to administrative staff, and develops and maintains a well-informed and competent staff acting in concert with approved Board objectives.
- Through appropriate supervision and delegation, oversees the following functions:
 - Safety, risk management, and regulatory compliance
 - Human Resources, organizational development, staff recruitment, and training
 - Information technology
 - Educational activities involving Metropolitan Water District (MWD) and the

- District's member agencies
 - Member agency customer service
- Preparation of District's annual strategic plan with executive management.
- Negotiate and prepare agreements related to Administration projects and review and consult on agreements developed by other departments.
- Leads, plans, organizes, integrates, and evaluates the work of Department functions through assigned Administration staff by establishing goals and performance measures.
- Represent and coordinate Administration activities with District departments, elected officials, member agencies, and external agencies.; specifically, those influencing MWD regarding matters that impact the District's administrative functions.
- Managers outreach responsibilities as well as tracking and monitoring State and Federal legislation.
- Coordinates District legislative outreach and acts on pertinent State and Federal bills.
- Oversees and manages District external communications, education, and water conservation programs.
- Plans and prepares periodic emergency response training drills/exercises for District personnel.
- Prepares memoranda and presentations on behalf of executive management to the Board of Directors and other audiences.
- Prepares and manages contracts for consultants and vendors providing all administrative services including, but not limited to, redistricting services, office solutions, strategic planning, and/or other administrative services.
- Represents the General Manager and District in a variety of high-level meetings.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with

disabilities to perform essential functions.

Knowledge of: California/Southern California water resource policy issues and water management strategies; conservation programming; business and public agency administration; legal and human aspects of personnel management, coaching, and motivation; advanced research and analysis methods; public speaking, writing, and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook and the Internet.

Ability to: Effectively supervise employees for high productivity; organize and manage multiple priorities and projects; assemble, organize, and interpret complex information; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task orientation, and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Chief Administrative Officer will possess a combination of education and experience equivalent to:

- Bachelor's degree plus eight (8) years of progressively responsible supervisory experience in a public agency and/or private company
- Advanced degree may substitute for two (2) (MA/MS) or three (3) years (JD, PhD) of experience

Degree(s) must be from a fully accredited university or college and may be from any of a range of relevant fields, such as engineering, business/management, public administration or political science, economics, law, environmental studies, or journalism.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Chief Administration Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.