

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

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| Classification Title: | TEAM MANAGER I-VII (SA) | | |
| Bargaining : | 03 – Supervisors Association | | |
| Class Code: <u>Z06A-G</u> | Grade: <u>055-065</u> | EEOC Category: <u>1</u> | Overtime Exempt: <u>Y</u> |
| Physical Class: | 2-Light | | |
| Group: | Various | | |
| Reports to: | Various | | |

JOB SUMMARY

Under administrative direction of the Unit or Section Manager, provides supervisory, management and support services to a team. The Team Manager will have specialized skills relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Supervisors/managers must be able to demonstrate the ability to manage a diverse workforce by incorporating diversity in all business decisions. Diversity is an environment wherein differences are valued and integrated into every part of Metropolitan's operations. All employees will be held accountable to maximize our efforts in achieving full diversity. Our success will only be achieved through inspiring people, operating in an environment based on mutual trust, respect, openness, candor, empowerment, teamwork, innovation, risk taking, integrity, and encouraging and valuing diversity.

Team Managers assigned to this class are responsible for an organizational Team within a Unit or Section and exercise direct supervision over professional and technical support staff within the Team. Team Managers interface extensively with Metropolitan management to establish and implement programs and act as a liaison with representatives of various regulatory and governmental agencies, water retailers, community groups, and the general public. Team Managers plan, organize, and direct business operations in coordination with the Unit or Section Manager. Team Managers provide direction and guidance in strategic operations and planning and are responsible for long-range planning and innovative solutions. Work involves establishing the strategic plan, goals and objectives, priorities, and standards and measurement tools for determining progress, developing and reviewing policy and procedures, guidelines, rules, and regulations. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

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The level of the Team Manager will depend on the scope, complexity, and size of the organizational services.

Team Manager I/II –Salary Grade 055/056 – This is the entry-level classification in the Team Manager series. Team Manager I/II manages a team and is responsible for long-range goals and objectives for the team.

Team Manager III – Salary Grade 058 – This is the intermediate level classification in the Team Manager series. Team Manager III manages a team and is responsible for long-range goals and objectives for the team where the services are more varied than the entry level as evidenced by the greater number of employees or services performed.

Team Manager IV– Salary Grade 059 - This is the journey level classification in the Team Manager series. Team Manager IV manages a Team and is responsible for long-range goals and objectives for more than one team.

Team Manager V – Salary Grade 060 – This is the advanced-journey level classification in the Team Manager series. Team V manages a Team and is responsible for long-range goals and objectives for more than one team or a team that requires professional and/or a variety of specialized skills.

Team Manager VI/VII – Salary Grade 064/065 – This is the specialized advanced-journey level classification in the Team Manager series. Team Manager VI/VII manages a Team and is responsible for long-range goals and objectives for more than one team or a team that requires professional and/or a variety of highly specialized skills.

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

1. Supervises and evaluates the work of subordinate staff in accordance with Metropolitan's policies and procedure.
2. Effectively recommends personnel actions related to recruitment and selection, grievances and disciplinary policies and procedures, performance, leaves of absence, work schedules and assignments.
3. Performs analytical work for a team in a specialized field and coordinates teamwork activity to achieve effective results.
4. Makes budget, personnel and related resource requirement recommendations for the area supervised based upon anticipated workload and production capability of the team.
5. Gathers, analyzes and compiles data to prepare narrative and statistical reports on team activities.

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6. Provides input into the development and modification of policies, methods and procedures.
7. Provides explanation of policies and procedures and working structure of the team to external and internal customers; drafts detailed responses about regulations, procedures, activities and status of projects.
8. Represents the team and Metropolitan at various meetings.
9. Exercises responsibility and accountability for the technical soundness of the work that is supervised.
10. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Each Team Manager position will have specialized requirements for knowledge in the functional areas within the team assigned to manage.

Education and Experience

Any combination of education and experience equaling 8 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position. An example of a combination of education and experience would be:

A high school diploma or general education degree (G.E.D.) and 8 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position;

OR

An associate's degree from an accredited college or technical school and 6 years of increasingly responsible experience, of which 3 years must have been a project management, supervisory or lead position;

OR

A bachelor's degree from an accredited college or university and 4 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position;

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LICENSES/CERTIFICATION REQUIRED

- A California Water Treatment Certification Grade V may be required for these classifications. Where required, for Team Managers managing a Treatment Operations and Maintenance Team the certification must be obtained within 24 months of entry date into the classification or return to previous classification.
- Possession of, or ability to obtain, an appropriate valid state driver's license may be required.
- Specified positions may require professional registration or certification related to the work assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of supervisory methods
- Principles of administrative and project management, including budgeting techniques, office procedures, and reporting
- Tools of management, such as development, cost analysis, policies and procedures, training and development, and records management and reports writing
- Employee policies and procedures
- Equal opportunity practices
- Pertinent Federal, State and local laws, codes and regulations

Skill and ability to:

- Supervise, lead, mentor, coach, motivate, evaluate and reward employees
- Plan schedules, give guidance and assign the work of subordinates through verbal and written instruction or demonstration in order to make the most effective and efficient use of staff.
- Determine training needs and provide orientation and training for subordinate staff.
- Display a high level of initiative, effort and commitment towards completing assignments giving attention to detail with minimal supervision.
- Encourage and facilitate cooperation, pride and trust and foster commitment and team spirit.
- Effectively present information to individuals or groups.
- Maintain favorable public relations.
- Organize and coordinate the work of others
- Communicate openly and effectively both orally and in writing.
- Develop a Team
- Be fiscally responsible
- Empower and support staff; seek and apply feedback