

POSITION TITLE: ASSISTANT DIRECTOR, UTILITIES

DEPARTMENT: PUBLIC UTILITIES

CITY OF
BOWLING GREEN

REPORTING RELATIONSHIPS

Director, Utilities

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Reports as Assigned

DIRECT: 0 INDIRECT: 78

POSITION FUNCTION

This position is responsible for assisting the Utilities Director with general administration of Electric, Water, and Waste-water Utilities

JOB RESPONSIBILITIES

- Represents the City on Various Committees and Boards
- Research, Policy Development and Planning
- Division Management, Project Oversight and Regulatory Compliance
- Budget, Finance, Rates, Charges and Projections
- Reports to the Utilities Director and Attends Public Meetings
- Communicates with Citizens Regarding Customer Service, Programs, Information, & Complaints
- Communicates with Department Heads Regarding Daily Operations and Projects
- Communicates with the Utilities Director Regarding City Matters
- Performs Various Administrative Tasks to Provide Assistance to the Utilities Director.
- Monitors and Approves Purchase Orders
- Analyzes Department Budget Request for the Annual Budget
- Meets and Confers with Employee Organizations, Analyzes Requests, Discusses Requests with the Utilities Director and Prepares Response to Organization
- Attends Meetings, Conferences and Workshops
- Serves on Various Committees and Boards
- Participates in Collective Bargaining
- Fulfills the duties of the "Utilities Director" in the absence of the "Utilities Director"
- Performs Other Related Duties as Assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of the principles of general management and public and public administration

Ability to use spreadsheet, database, word processing, and selected job specific software

Knowledge of water treatment/distribution; wastewater collection/treatment; electric distribution/generation; public administration/accounting

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to set goals and develop strategies and schedules for meeting them

Ability to analyze and resolve situations and problems

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to plan, organize, assign and direct work of staff

Ability to properly assign responsibilities to meet objectives

Ability to adequately allocate resources to meet objectives

Ability to effectively coordinate activities of others to meet objectives

Ability to handle multiple priorities and projects

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to research, compile and summarize a variety of informational and statistical data and materials

Ability to interpret complicated policies, procedures and protocols

Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to draw accurate conclusions from financial and numerical material

Knowledge of basic budgetary principles and practices

Ability to develop original, unusual, successful approaches

Ability to encourage the creativity of subordinates

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Knowledge of administration and supervision of staff and activities

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to clearly assign responsibilities and tasks to others

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to instruct and train staff

Ability to provide performance feedback

Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to pressure from deadlines. Irregular activity schedules are common as are night and weekend meetings.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree in related field (Accounting, Engineering, Business, Public Administration); no less than ten year's related experience; must maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by City of Bowling Green on May 1, 2003. This position description is based on information provided by the Utilities Director.