**POSITION TITLE:** ASSISTANT DIRECTOR, UTILITIES  
**DEPARTMENT:** PUBLIC UTILITIES

**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
- Analyses Department Budget Request for the Annual Budget
- Meets and Confers with Employee Organizations, Analyses 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.
**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.