

DEPUTY DIRECTOR - WATER ENTERPRISE SERVICES

JOB DESCRIPTION

Classification Responsibilities: A Deputy Director - Water Enterprise Services directs the employees involved in accounting, budget, contracts administration, capital improvement projects, department Information Technology, Personnel-related issues, fiscal reporting, and rate and fee setting for the Water Resources Division. Duties include: reviews proposed budgets and recommends for Director approval; reviews financial operating reports; oversees the preparation of rate setting programs; directs and supervises Personnel activities within the department; explains and interprets departmental activities, programs and procedures; represents the City at community, industry and governmental meetings as requested by the Director. Responsibilities include: oversight and management of the Process Controls Section including the Supervisory Control and Data Acquisition (SCADA) system and instrumentation needs, including for water and wastewater plants as well as all remote sites (wells, pumps, lift stations, etc); oversees the strategic management of utility rate, revenue, and cost-of-service models, all consumption, demand, revenue, and cost forecasting, and development of utility charges and fees for Council approval; oversight and management of the following areas in the Water Resources Department: budget (Water and Wastewater program), departmental contracts, procurement needs, accounting needs, including development and maintenance of quality assurance processes; manages, reviews, and provides strategic direction in all personnel actions across the department; oversight and management of the department Information Technology (IT) section including Computerized Maintenance Management System (CMMS) implementation, database development and management, and Geoprocessing Information Systems (GIS) and coordination of department IT needs and interdepartmental efforts. This class supervises professional, paraprofessional, clerical and technical employees. Performs related duties and functions as delegated, assigned, or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class may be required to attend meetings which may require working early morning or evening hours to represent the department at the City Council meetings or other required meetings. An employee in this class works under the general direction of the Water Resources Department Director who reviews work through meetings, conferences, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education and experience equivalent to graduation from an accredited college or university with a degree in Business, Public Administration, Accounting, Finance, or related field. Extensive (5+ years) progressively responsible experience in the administration and oversight of financial programs which includes responsibility for budgeting, expenditure control, and/or rate setting and billing preferably in a government setting. Three years of supervisory experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in the oversight of Information Technology, Geoprocessing Information Systems, and/or Process Controls/Instrumentation is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates both verbally and in writing with the general public, other city employees, vendors, management, and public officials on issues related to provide guidance and explain the activities and operations of the department. Prepares written documents, council reports, studies, proposals, budgets documents, letters, memos etc. using proper sentence structure, punctuation, and grammar to convey necessary information and recommendations to management, City Council, subordinate staff, and the general public. Prepares written reports that with clearly organized analysis and justification in support of operational issues including equipment and personnel needs and status reports. Provides written and verbal instructions to supervisors and staff. Produces written documents such as policies, methods, procedures for improving productivity and efficiency. Represents the department and City with other groups, agencies, boards, and committees through memberships or participation in professional organizations.

Manual/Physical: Reviews the work products of others to ensure compliance with state laws, City ordinances, standard operating procedures and safety procedures. Enters data or information into a personal computer to produce reports and worksheets, and to calculate and reconcile information. Prepares budget-related computer reports for review and submittal to management.

Mental: Plans, organizes, and directs the activities of the Water Enterprise Services which includes personnel in the following areas: administrative support, accounting, contracts, budget, information technology, Process Controls, and rate and cost of service models. Supervises and evaluates the work of subordinate supervisors in order to comply with standard operating procedures and to meet department goals and objectives as defined in the operational and strategic plan. Prioritizes and assigns work to personnel and/or prioritizes own work to ensure Water Resources objectives and goals are being met. Reviews or checks the work product of others to ensure conformance to standards by ensuring compliance with policies, procedures, guidelines set forth by the department as well as the regulatory agencies. Resolves procedural, operational, and other work-related problems by applying consistent and fair practices, policies, procedures through mentoring, negotiating and consultation with staff members. Develops departmental policies and procedures and short and long-term objectives to meet department guidelines and operational goals. Conducts research and analyzes data to coordinate, prepare and manage the department budget, expenditures and forecasting and to make recommendations to management and council for rates, fees, purchases, etc. Performs mathematical calculations, statistical and financial computations, and/or prepares cost analysis.

Knowledge and Abilities:

Knowledge of:

strategic planning methods;

effective management techniques;

research methods and techniques as applied to financial analysis and planning;

the principles and procedures modern management, public administration, municipal finance and budgeting practices;

municipal finance planning, budgeting, and cost control; and

the principles and practices of supervision and personnel administration.

Ability to:

develop and maintain cost-effective services, and direct and oversee the operations of the department;

evaluate operational activities and recommend and implement improvements;

develop program goals and performance measures;

develop effective supervisory skills in subordinates;

make recommendations on personnel including hiring, evaluating, discipline and recognition;

review performance appraisal forms prepared by subordinates in order to make certain that the ratings are given are consistent with departmental policy;

establish work performance standards and operating procedures;

effectively analyze and resolve operational and procedural problems;

negotiate and administer contracts with federal, state, and local organizations;

evaluate technical information and statutes and arrive at valid recommendations;

provide leadership in implementing City and departmental policies and programs;

present ideas concisely and effectively, both orally and in writing;

prepare and submit clear, concise, and accurate reports on highly complex projects; and

establish and maintain effective working relationships with management, staff, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

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EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-None

RESP-No

JOB FCTN-ADM

INCREMENTS 44-200

PAY GRADE: 59

SECURITY-No

CDL-No

IND-9410

SWORN-No