

# City of Lake City, FL

## Classification Description

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Classification Title:	EXECUTIVE DIRECTOR OF UTILITIES	Pay Grade: 20
Department:	Utilities Admin	FLSA Status: Exempt

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### General Description

Under the General supervision of the Assistant City Manager, assumes full management responsibility for all departments within the City's utilities functions; administers the day-to-day operation of assigned departments and carries out senior management oversight in planning, organizing, and directing the activities of the City's natural gas, water production/distribution, wastewater reclamation/reuse, utility construction and utility maintenance functions.

### Nature of Work

#### Essential Functions:

- Supervises the Directors of Water Reclamation Plant, Water Production Plant, Natural Gas, Utility Construction/Maintenance (D&C) Department, and Public Works.
- Directs the activities of departmental staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; assures the effective use of all personnel, equipment, and facilities
- Meets regularly with key departmental staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Prepares and submits reports as required by Federal, State, and local laws and regulations;
- Evaluates and analyzes policies and procedures and recommends solutions; assures that policies and procedures are administered and interpreted in a fair and consistent manner;
- Makes decisions regarding operational policies, plans and other administrative matters as they affect the department; makes recommendations to the City Manager with respect to implementation of improvements needed to deliver more efficient use of personnel and equipment;
- Prepares and administers the departmental budget; participates in the preparation of the annual city-wide budget, making forecasts on the revenues, expenditures, indebtedness, interest, etc., for the upcoming fiscal year.
- Supervises and directs gathering, interpreting, recording and distributing financial data; monitors fiscal activities and insures compliance with applicable federal, state, county and municipal requirements; coordinates fiscal services with other municipal departments.
- Inspects work in progress; serves as a liaison with various developers, contractors, and engineers.
- Conducts staff studies; recommends policy and manage systems that affect the overall city to insure proper accountability to control operations.
- Attends and participates council meetings, utility advisory committee and staff technical review meetings as necessary.

(These essential job functions are not to be construed to be all inclusive of duties to be performed. Employee will be required to perform other duties as assigned.)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

## EXECUTIVE DIRECTOR OF UTILITIES

**Critical Skills/ Expertise:** Employee must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manuals related to the job tasks. The abilities expected include being able to respond to management supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with City policy; report for work promptly and properly prepared at the time and place required; notify management of intended absences in accordance with City policy; conform with standards and rules regarding use of accrued leave time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with City policy; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Other critical skills/expertise required for this position include:

- Principles and practices of municipal utilities operation and maintenance including water treatment, water reclamation, public access reuse and natural gas facilities;
- Office procedures, methods, and equipment including computers and applicable software applications to include GIS and CAD technology
- Federal, State, and local laws and regulations applicable to City municipal utilities Florida;
- Modern principles and practices and supervision;
- Principles and practices of customer service;
- Principles and practices of budget preparation and administration including the City's budget process;
- Planning capital improvement projects;
- Contract negotiations;
- Utilities systems and the geographic layout of the City;
- Occupational hazards and standard safety precautions;
- Ability to establish and maintain effective working relationships with city officials, employees and the general public;
- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the legal, ethical and professional rules of conduct for municipal officers.
- Knowledge of the principles and practices of personnel and finance administration, confidential records management, organizational development, and employee relations.
- Knowledge of risk management and project management principles and techniques.
- Knowledge of Information Technology principles and techniques.
- Skill in reading, interpreting, understanding and applying personnel standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in effectively managing and leading staff, delegating tasks and authority, and creating a work environment that fosters teamwork and professionalism.
- Skill in analyzing complex issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
- Skill in managing multiple projects, and prioritizing multiple tasks and demands.
- Skill in controlling the confidentiality of human resources database, files and reports, according to the standards of the Privacy Act of 1974, {5 USC § 552A}.
- Skill in analyzing personnel and risk management issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in analyzing and interpreting technical documents, and preparing complex reports.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective communication, both verbal and written.

### ESSENTIAL PHYSICAL SKILLS

**EXECUTIVE DIRECTOR OF UTILITIES**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

**Minimum Qualifications:** Graduation from an accredited four (4) year college or university with a Bachelor’s Degree in Business Administration, Public Administration, Accounting or Finance, and a minimum of five (5) years supervisory experience in a municipal and/or county government operation.

**Environmental Conditions:**

- Work is performed indoors and outdoors. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Overtime and attending meetings outside of regular work hours may be required. This salaried position is exempt from overtime pay.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

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Signature