

ASSISTANT DIRECTOR OF PUBLIC UTILITIES

DEFINITION

Plans, organizes, administers and directs the day-to-day operation of an assigned operating division or group of operating divisions of the Department of Public Utilities.

SUPERVISION RECEIVED/EXERCISED

Receives general administrative direction from the Director of Public Utilities. Exercises direct supervision over an assigned group of operating divisions of the Department. Selects, supervises, coordinates, reviews, and evaluates the work of division managers.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Public Utilities exercises judgment and discretion in the administration and direction of the day-to-day operation of an assigned division or group of divisions. An Assistant Director of Public Utilities is responsible for the oversight of daily operations, providing the Director with technical and professional assistance, and may assume the duties of the Director in his/her absence. The Assistant Director represents the Department and the City and has significant interaction with elected officials. This is an unclassified position in which incumbents serve at the will of the Director of Public Utilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Plans, organizes and administers the day-to-day activities of an assigned operating division or group of operating divisions.

Recommends, develops and implements policies, procedures, rules, regulations, strategic business plans, goals and objectives.

Confers with and advises staff on all policies, activities and problems relating to department/division activities and services.

Evaluates plans, policy recommendations, budget estimates, and proposed ordinances and regulations.

Coordinates general departmental policies in consultation with management staff for expansion, operation, and maintenance of the various public utilities programs.

Performs both short and long-range planning; assists in the development and organization of major projects, programs, activities and procedures to accomplish City/Department objectives.

Represents the Director of Public Utilities and confers with representatives of private industry and federal, state, regional, special district, and county agencies regarding a variety of public utilities programs and issues.

Drafts, reviews, analyzes and administers annual operating and capital improvement budgets.

Reviews and approves capital projects, plans and improvements.

Participates in intercity and interagency committee work.

Selects, supervises, trains, evaluates, coaches, mentors and manages staff performance.

May act as the Director of Public Utilities in the director's absence.

Performs other associated duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principals, practices, materials, methods and techniques utilized in the construction, operation, and maintenance of large, complex public utilities facilities and systems.

Contemporary municipal management and public administration principles and practices, including current budgetary and fiscal operations and controls.

Recent developments, current literature, and sources of information in municipal public utilities administration and systems operations.

Federal, state and local statutes, rules and regulations applicable to the municipal utility industry.

Advanced principles and practices of management and supervision.

Skill in:

Developing, interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations.

Planning, analyzing and evaluating programs and services, operational needs and fiscal constraints.

Prioritizing and assigning work.

Safely operate a motor vehicle.

Ability to:

Effectively operate modern office equipment including computer equipment.

Plan, organize and direct the activities of an assigned operating division or group of operating divisions.

Exercise sound independent judgment within general policy guidelines and operating parameters.

Delegate authority and responsibility, and schedule and program work on a long-term basis.

Prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted in the performance of duties.

MINIMUM QUALIFICATIONS

Possession of a Professional Engineer license; **AND** five (5) years of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste or planning services.

OR

Possession of a Bachelor's degree in engineering, sciences, business or public administration, planning, architecture or related field; **AND** six (6) years of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste or planning services. Additional qualifying experience may be substituted for education on a year for year basis, up to a maximum of two years.

OR

Possession of a Grade IV operator license (water treatment, wastewater treatment, distribution system, or collection system); **AND** eight (8) years of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste services or planning services.

OR

Possession of SWANA Certificate in Integrated Solid Waste System Management & Recycling Systems; **AND** eight (8) years of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste services or planning services.

Special Requirements

Possession of a valid Driver's License at time of appointment.

The selected incumbent must obtain within twelve months of appointment and maintain thereafter all requisite California licenses and/or certificates through term of appointment consistent with the qualifications noted above.

Recruitments may be limited to a specific area of expertise as required by operational needs.

APPROVED: (Signature on File) _____ DATE: 4.10.18 _____
Director of Personnel Services

TJM/kjm Revised: 06/29/07
JTC/scm Revised: 02/17/16
Revised TJM: SCM: lg 10/24/16
Revised JTC:scm 4/10/18