

**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 and 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 and 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.

Coordinates reviewing and approving Engineering Activities with other City departments, divisions and sections, and with outside agencies.

Serves as staff to a variety of City Commissions, boards, and committees and public utility matters.

Assists in the evaluation, selection, and supervision of professional consultants.

Prepares and presents agenda items to the City Council and Planning Commission.

Prepares periodic project status reports and reports on project shortfalls.

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, project management, and construction management.

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

Advanced principles and practices of management and supervision.

**Skill/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.

Supervise, train, and evaluate supervisory, professional and technical subordinates.

Deal effectively with the general public, community groups, and public officials.

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.

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.

**MINIMUM QUALIFICATIONS**

Possession of a Bachelor's degree from an accredited college or university in engineering, sciences, business or public administration, planning, architecture or related field; **AND** 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 from an accredited college or university in engineering, sciences, business or public administration, planning, architecture or related field; **AND** eight (8) years of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste or planning services.

For an Assistant Director of Public Utilities position over Engineering, a license in California as a Professional Engineer is required.

**Special Qualifications**

Significant experience managing projects in excess of 10 million dollars is highly desired.

Recruitments may be limited to a specific area of expertise and or specific licenses, certificates or degrees as required by operational needs. Areas of expertise include, but not limited to those listed below:

1. Administration
2. Water Division
3. Wastewater Management Division
4. Utilities, Planning and Engineering Division
5. Solid Waste Management Division

**Special Requirements**

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

APPROVED: \_\_\_\_\_ *(Signature on File)* \_\_\_\_\_  
Director of Personnel Services

DATE: 10/08/2024

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  
Revised: SM:vp 11/2/2023  
Revised: SM:vp 12/4/2023  
Revised:SM:scm 10/3/2024