

CITY OF OLYMPIA	DATE PREPARED	6/98
CLASS SPECIFICATION ASSISTANT DIRECTOR FOR UTILITIES PUBLIC WORKS DEPARTMENT	JOB CODE	1610
	SALARY RANGE	088
	FLSA STATUS	Covered
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under general direction of the Public Works Director, provide oversight, coordination and communication of City utility policies, planning efforts and program implementation.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: The Assistant Director for Utilities is responsible for the overall administration and coordination of all City-owned and operated utilities, in a manner that provides for the efficient operations of the utilities in accordance with defined current and future goals. Core responsibilities include: provide administrative and management support to the Utilities Advisory Committee, Committee meeting management and facilitation, and communication of Committee recommendations to the City Council; provide technical and management expertise to the City Council and other City management with respect to utility program administration City-wide; serve as an equal partner of the Public Works Management Team to carry out the Department’s responsibilities toward accomplishment of the City and Department mission and goals; coordinate utility policy development; facilitate the development and implementation of the annual utilities work plan; assure that utility programs and projects reflect community values and priorities; coordinate utility rate development and recommendations; oversee Capital Facilities Plan development and implementation; maintain up-to-date knowledge of issues impacting municipalities and utility programs, and provide leadership in responding to emerging issues. The position is responsible to assure effective communication of utility issues to a wide variety of audiences, including public information/outreach programs; coordinate and communicate city-wide utility programs in a manner that clearly identifies the current and future direction of City utilities; provide facilitation and leadership to management and staff regarding the coordination and implementation of various city-wide utilities.

Contacts: The Assistant Director for Utilities will have daily contact with City management and professional employees for the purpose of communication, coordination and facilitation of utility programs. The position will have routine and frequent contact with the City Council and the Utilities Advisory Committee, as well as other citizen groups or members of the public and media. The position will have direct and indirect contact with the general citizenry for purposes of communication and outreach regarding utility programs.

Supervision: The Assistant Director for Utilities does not have full supervisory responsibility for employees.

Accountability: The Assistant Director for Utilities is accountable to assure that City utility programs are operating at peak efficiency and are consistent with defined goals.

Working Conditions: The Assistant Director for Utilities works in a busy office environment, with constant interpersonal interaction with people of varying levels of sophistication. The work day is subject to frequent interruptions and distractions, and ability to manage conflicting priorities and associated stress is critical to position success. Attendance at meetings outside the normal work day is required. Sufficient mobility to travel to various buildings or locations throughout the region is required.

ASSISTANT DIRECTOR FOR UTILITIES QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

Knowledge of:

- public finance and budget theory, practice and process.
- municipal utility programs and issues
- the relationship to and impact of utilities on the development of the community

Skill in: ➤

- Advanced skill in the analysis of large amounts of complex, technical information.
- Advanced verbal and written communication, including communication of complex, technical and sensitive information to audiences of various levels of technical expertise and sophistication.

Ability to:

- Work effectively and cooperatively in a team environment as facilitator, member and leader of service-oriented, multiple-discipline teams.
- Mediate conflicts and assist those involved in reaching resolutions.
- Prepare and direct the preparation of comprehensive reports, budgets, written and/or graphic materials, and correspondence.
- Provide consultation and management support to a variety of groups, especially citizen advisory committees, community groups, neighborhood associations.
- Gain and maintain the confidence of the City Council and others involved in policy and public processes.
- Effectively use communication, intervention and interpersonal skills to facilitate consensus and resolve conflict.
- Organize and prioritize multiple tasks, projects and programs.
- Respond quickly and effectively to rapidly changing circumstances, maintain flexibility/adaptability, and recommend alternatives and options.
- Lead and coordinate short- and long-term planning and implementation strategies for comprehensive plans and capital improvement plans.

Experience/Education: College degree in public administration, communication, organizational development, urban planning or related field, plus five years progressively responsible experience in public policy processes, program implementation and work with elected officials required. Knowledge of public finance, budget theory, practice and policy, capital projects and the impact of utilities on community development is desirable.

Special Requirements: A valid Washington State Driver's license may be required.