

MAJOR FUNCTIONS

This is responsible professional and technical work in the collection and analysis of the basic data necessary to support the monitoring of Utility Services fiscal analysis, coordination of utilities operational and capital budgets and recommendations for improvements of efficiency and effectiveness of these functions. Work is performed under the general direction of higher-level professional or managerial staff. Considerable independent judgment, discretion and initiative are exercised in work assignments. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, trains and directs the work of staff engaged in developing Utility Services interim, annual, interpretive financial reports and studies, utilities recurring activities such as: electric, gas, water, sewer and solid waste rate studies, load and fuel forecast, biennial customer surveys, official statements for utilities bond sales, analysis of territorial service issues, special projects, and grant requests. Maintains management information systems and databases, their interfaces and the distribution of information regarding the systems and the division's operations to both internal and external customers, as is applicable. May maintain and manage software applications, such as: Doc1, Code1, OPS, CHAMPS, Peoplesoft, RSView and Mailstream, which work in conjunction with the customer information system to provide utility customer service and billing. May coordinate the development, and monitoring of utilities operating and capital budgets. Coordinates or performs research and analysis relative to Utility Services operational, performance, and programmatic issues. May monitor City Commission meetings, agendas, and minute summaries. Interacts with other departments in responding to inquiries, conducting special reviews, and ensuring compliance with laws, regulations, ordinances, and policies. Performs related work as required.

Other Important Duties

Attends City Commission meetings and various meetings/conferences as is required. Participates on a variety of teams and committees; prepares and presents staff reports and other necessary correspondence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of various electric, gas, water, sewer, solid waste projects, policies, and procedures. Considerable knowledge of financial, budget analysis and statistical concepts and methods. Knowledge of appropriate municipal, state, and federal laws, codes, ordinances, resolutions and regulations impacting utilities. Knowledge of work measurements, work simplification procedures, and manpower evaluation. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective work relationships. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, electrical or industrial engineering, finance, planning, management information systems or a related field, and two years of experience that includes government or utility budgeting, finance, planning, and/or management areas; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-18-96
Revised: 12-20-96
02-04-02
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06-16-06
11-28-07
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