

CLASS TITLE: WATER/WASTEWATER OPERATIONS ADMINISTRATIVE MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management, supervision and performance of the Water and Sewer Department administrative functions, including budget, rate modeling, policy, public information, accounting and revenue and records management, performance audits, contracts and performs other related assigned duties.

ESSENTIAL TASKS:

- Reviews correspondence, reports and policies on behalf of the Tulsa Metropolitan Utility Authority (TMUA)
- Develops new programs and recommends policy on behalf of the TMUA and joint city projects
- Maintains liaison with department director and other individuals involved in special projects and units within and outside the City, acting as department's liaison with various other City departments
- Coordinates special projects and performs related research as directed by management
- Prepares and manages department's budget
- Analyzes water and sewer revenue projections, operating expenses, debt service requirements necessary to perform 5-year cash flow projections and rate modeling functions
- Assists in the implementation of performance improvement initiatives and monitors progress of performance improvements, preparing procedure manuals and developing formal statements of improved procedures, methods and systems operations
- Assists the department and TMUA in developing and updating the strategic business plan and annual utility performance agreement and implementing/monitoring a utility performance reporting system and an enterprise value model
- Coordinates the development, administration and evaluation/monitoring of service level agreements with other city departments
- Assists with surveys and other studies and collects information on operations and administrative problems, analyzing results and reports possible solutions
- Keeps abreast of new methods and developments relating to the operations and maintenance of water and wastewater utility
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, business/public administration or related field, and seven (7) years of experience in responsible administrative experience in the operation of a water or sanitary sewer utility, including four (4) years experience in budget preparation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of administrative, operations and maintenance activities as related to municipal water and sanitary sewer utilities; considerable knowledge of the methods, materials and equipment used for the operation of water and sanitary sewer facilities; considerable knowledge of the methods, practices and procedures involved in a long term research program; considerable knowledge of data analysis, research methods and report presentations; considerable knowledge of budget preparation and administration and accounting principles; and considerable knowledge of computer software packages. Ability to prepare and present reports; ability to review, analyze, draw conclusions from and present data clearly and concisely; ability to communicate effectively verbally and in writing; ability to develop, prepare and manage budgets; ability to interpret authority policy; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

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Physical requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Department of Environmental Quality (DEQ) issued Class "A" Water License and/or Class "A" Wastewater License preferred and possession of a valid Oklahoma Class "D" Operator's License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1124

EEO Code: E-03

Pay Code: EX-48

Group: Administrative

Series: General Administrative

Effective Date: March 25, 2013