

STORMWATER UTILITY MANAGER

CODES/PAY GRADE

Class Code: 3513 EEO Code: A FLSA: E Pay Grade: E

MAJOR FUNCTION

Highly responsible administrative position, coordinating and implementing the stormwater utility ordinance.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops goals, objectives and implementation plans for stormwater utility activities.

Coordinates stormwater utility projects with professional and technical staff, consultants and municipal representatives.

Negotiates interlocal agreements with municipalities for stormwater utility activities.

Prepares activity budget. Monitors all expenditures for projects.

Prepares the scope of work for all projects.

Negotiates and oversees contracts with consultants and engineers. Coordinates engineering services and construction.

Coordinates the efforts to secure all necessary permits from various regulatory agencies.

Makes presentations to civic groups, county council, municipalities and boards.

Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of management theories and principles including total quality management. Knowledge of business and public administration including budget preparation, fiscal management and contract administration.

(Stormwater Utility Manager continued)

Ability to negotiate and build consensus. Ability to establish effective internal and external working relationships to support stormwater utility activities. Ability to coordinate and manage projects consistent with stormwater utility goals and fiscal responsibilities. Ability to lead an interdisciplinary/ inter-organizational team focused on stormwater projects. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration or related field, and five (5) years of progressively responsible experience in coordinating technical programs or similar administrative level experience.

A comparable amount of education and experience may be substituted for the minimum requirements.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries, layouts, blueprints. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced general functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/94