

**MAJOR FUNCTIONS**

This is responsible professional, technical, supervisory, and administrative work in the collection, analysis and reporting of the complex data necessary to enable budgeting, forecasting, accounting, operations management, and long-range planning for City utilities services. Work is performed under the general direction of higher-level administrator or manager. 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**

Supervises, plans, assigns, trains, and directs the work of staff engaged in developing utility services interim and annual accounting and interpretive financial reports and studies, operations research and analysis, and recurring activities such as: electric, gas, water, sewer or solid waste rate studies, load and fuel forecast, distributed energy resource evaluation, benefit-cost analysis for demand-side management, distribution system analysis, biennial customer surveys, official statements for utilities bond sales, analysis of territorial service issues, special projects, and grant requests. Coordinates the development and monitoring of operating and capital budgets of the applicable utility and assists staff in planning strategy to correct deficiencies revealed through interpretation of financial reports and operations research and analysis. Coordinates, supervises or performs research and analysis relative to the applicable utility's operational, performance, and programmatic issues. Monitors City Commission meetings, agendas, and minute summaries for issues that impact the utility or for which the utility is responsible for taking action. Interacts with other departments in responding to inquiries, conducting special reviews, and ensuring compliance to laws, regulations, ordinances, program goals, and policies. Prepares and presents reports and other necessary documents and correspondences. Recommends the selection, transfer, layoff, recall, advancement, and discipline of employees, as applicable. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs other duties as required.

**Other Important Duties**

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

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of financial, accounting, budget and operations analysis and statistical concepts and methods. Some knowledge of various electric, gas, water, sewer, solid waste projects, policies, and procedures, and their relationship to budget, revenues, rate projections, etc. in a public utility. Ability to conduct research. 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, and effectively collaborate with multiple City departments and diverse stakeholder groups. Ability to establish and maintain effective work relationships. Skill in the use of microcomputers and the financial 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, mathematics, economics, computer science, planning, or a related field and four years of professional experience that includes budgeting, accounting, finance, operations research, or economics; or an equivalent combination of training and experience. Two years of the required

experience must have been in a supervisory capacity or must hold a certificate as a Certified Public Manager.

Necessary Special Requirement

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

Electric & Gas Utility - An incumbent in this job classification is considered essential staff during emergency situations and is required to be available to work extended hours, including being required to remain at the work locations away from their family overnight.

Established: 06-20-09

Revised: 06-28.22

11-10-25