

OKEECHOBEE UTILITY AUTHORITY

ASSISTANT EXECUTIVE DIRECTOR

JOB SUMMARY

This position assists the Executive Director in the day-to-day technical and supervisory work of the administration, direction and supervision of all Utility activities and operations, develops, outlines and communicates goals and objectives, initializes and monitors adherence to operational policies and procedures, assigns activities or tasks, monitors and evaluates performance, coordinates activities of the various departments and verifies personnel are accomplishing established objectives under the guidance and direction of the Executive Director.

This position reports directly to the Executive Director; Supervision is exercised over all other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in planning, supervising and directing the operations of the Administration, Meter Reading, Water, Wastewater, and Utility Maintenance operations of the OUA.
- Monitors capital projects, reviews payment documents, and prepares project reports.
- Conducts research and special studies for departmental needs, prepares reports, and presents findings and recommendations.
- Involved in all personnel and related activities by establishing goals, objectives and work plans through subordinate personnel and ensuring those results are achieved.
- Oversees the hire of new personnel and to develop and assist in organizational restructure as needed.
- Assists in the preparation of OUA agenda items and minutes.

- Participates in the formulation, implementation and enforcement of departmental policies and procedures established by the OUA Board.
- Occasional travel for training and certification purposes may be required.
- Responsible for supervising and coordinating budget preparations, assembling and reporting the department's budget and for making recommendations regarding operational policies, expenditures, plans, and other administrative changes as necessary to optimize operations within the departments.
- May act in the capacity as project director of various capital projects.
- As assigned by the Executive Director; represents the OUA in contacts with elected and appointed officials, representatives of other governmental agencies, vendors, contractors, the general public and responds to citizen or customer inquiries, complaints and service requests.
- Coordinates with all departments required in the execution and administration of multi-year material, equipment and service-oriented contracts, and coordinates activities of the department with other outside agencies.
- Researches and recommends adjustments to OUA operations, permitting and/or OUA policies with respect to governmental partners.
- Fills in for the Executive Director in his/her absence.
- Performs additional duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to read, analyze and interpret the most complex documents; requiring extensive initiative and independent judgment in assuring that the utility missions are accomplished and are performed with the maximum effective use of personnel and equipment.
- Ability to conduct independent research and studies, to analyze data collected and to formulate recommendations for improvements in the engineering and utilities

programs that work with mathematical concepts such as algebra and geometry.

- Knowledge of statutes and regulations governing utility practices and be able to explain in simple, non-technical language.
- Ability to establish and maintain effective working relationships with elected and appointed officials, private consultants and contractors, other governmental agencies, other employees, and the general public.
- Ability to motivate and manage employees with varying levels of education and work experience.
- Ability to conduct administrative and operational research and develop safe and sound recommendations to solve problems or improve departmental operations in a clear and logical manner.
- Must be able to work independently on complex and confidential assignments.

ESSENTIAL MINIMUM QUALIFICATIONS:

- Graduated from an accredited college or university with a two year degree, preferably a four (4) year degree in Science, Engineering, Accounting, Finance or similar disciplines.
- Minimum ten (10) years progressively responsible experience in or knowledge of management of water and sewer utility functions, government functions or regulatory processes.
- Minimum five (5) years of management experience at an executive level.
- Valid Florida Driver's License.
- Drug free work place.
- Must have acceptable references and pass a background check.

ESSENTIAL PHYSICAL SKILLS:

The physical demands described herein are representative of those that are typically met by an employee to successfully perform functions of work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, to handle or feel objects, tools or controls and to be able to reach with hands and arms, to talk and hear. The employee must occasionally bend, kneel, climb and be able to lift and/or move up to 30 lbs. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

The Okeechobee Utility Authority is an equal opportunity employer.

ABOUT OUA:

The OUA is an independent special district of the State of Florida operating water and wastewater utility service; for the City of Okeechobee and portions of Okeechobee County and Glades County. To learn more about us you can go to ouafl.com