

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 8/17/2023

Response Deadline: 8/27/2023*

*RESUMES ACCEPTED UNTIL THE POSITION IS FILLED

Agency: Water & Sewer	Job Title: Division Head of Administration
Classified: <input type="checkbox"/> Unclassified: <input checked="" type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$80,704.00 - \$117,020.80
Work Location: 130 High St, Hamilton, OH 45011	Hours of Work: M-F, 8:00 a.m. – 5:00 p.m.

ESSENTIAL FUNCTIONS:

(1) Administration and Planning: Develop division goals, procedures, and scope of work; initiate and create policy and procedure; coordinate activity between subordinate sections and other department sections; approve final recommendations for equipment purchases, training requests, process modifications, etc.; participate on the BCWS Core Management Team; plan for future growth, new expansions, and process modifications; review plans for expansion and/or modifications; recommend system and business improvements; allocate BCWS resources; develop and monitor departmental budgets; serve as BCWS records custodian; oversee risk management activities including claims administration and resolution; manage purchasing including tracking of existing contracts, preparing specifications, and bidding and administering contracts; serve on the BCWS security team and EMA's Homeland Security Team; communicate issues to BCWS stakeholders; resolve disputes between sections; conduct staff meetings; provide input on human resources issues; develop staff; establish priorities that focus on reaching long-term goals of the BCWS; assist consultants in field studies; and develop operational strategies.

(2) Business Services: Address and resolve customer inquiries (e.g. service, lack of service, discontinued service, complaints, billing disputes, customer classifications, etc.); develop customer communications that promote and clarify Department policies; review problem accounts to final resolution; and generate state required communications (e.g. notice of tampering with system); oversee BCWS customer education and communications programs; plan and oversee departmental records management and facilitate effective handling of business records; and oversee financial, accounting and purchasing functions for the department.

(3) Engineering Management: Manage capital improvement projects and respond to development inquiries on service areas and capacities; serve as a liaison between BCWS and local agencies and for various committees both within and outside the BCWS; provide managerial oversight to the Solid Waste District, Engineering, Accounting, and Customer Care Sections.

(4) Supervision: Manage, direct, and supervise employees; schedule, assign, and monitor work; evaluate performance; recommend salary adjustments; recommend disciplinary action; and train employees.

(5) Reporting: Analyze operating data, and report data for operating, labor, financial, regulatory and other issues.

(6) Act as liaison to BCWS stakeholders; coordinate projects identified by the Butler County Board of Commissioners and the BCWS Director; prepare public presentations.

(7) Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably in an area such as engineering, business or public administration; and
- Five (5) years' experience in the management and administration of a public utility; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to: resumes@bcoho.us (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties. **AN EQUAL OPPORTUNITY EMPLOYER**