

TITLE: ASSISTANT CHIEF EXECUTIVE OFFICER

CODE: 11089

GENERAL DESCRIPTION:

This is highly responsible utility executive work involving assistance in the direction of the District.

Work involves responsibility for a wide range of support to the Chief Executive Officer for the efficient and effective operation of the District organization. Duties include advising, the Chief Executive Officer, performing executive assignments, and representing the District in intergovernmental affairs. This position also has the responsibility for making very difficult utility executive decisions. This work requires that the employee have considerable knowledge, skill and ability in all phases of utility management and public administration.

SUPERVISION RECEIVED:

Works under the administrative direction of the Chief Executive Officer.

EXAMPLES OF DUTIES:

Oversees and coordinates programs, ventures and projects, as assigned by the Chief Executive Officer. Develops program and planning proposals.

Advises the Chief Executive Officer on a wide range of management plans, problems, procedures, policies, and opportunities. Collaborates with executive level staff and consultants on the District management team. Reviews and makes recommendations for budgets and plans.

Coordinates with executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences. Handles public inquiries and complaints.

Manages District organizational units on an interim basis pending permanent appointments, as assigned.

Analyzes internal management issues and problems and prepares recommendations and reports.

Advises the Board, Bureau and committees while in attendance at official meetings. Serves as acting chief executive in the Chief Executive Officer's absence, as assigned.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of utility operations management principles and practices.

Thorough knowledge of public administration principles and practices as applied to the entire District organization.

Thorough ability to communicate orally and in writing and to lead others at the organizational level.

Considerable ability to administer policies and procedures at the organizational level including goals, objectives, planning financial management, decision-making, and report development and writing.

Considerable ability to supervise the work of the District through subordinate supervisors.

Considerable ability to represent the District-in a wide variety of public situations, and to make public presentations.

Thorough ability to establish and maintain effective working relationships with Board members, coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in engineering, business or public administration plus twelve years of progressively responsible public management experience including at least two years at the Director level or higher.

SPECIAL REQUIREMENTS:

None.