CITY OF REDLANDS

UTILITIES PROJECT MANAGER

DEFINITION

Under direction, to provide administration and coordination of municipal programs and activities; to assist in carrying out special projects; to supervise specific programs; to relieve the key executive or Department Head of details in review of materials, assembly of factual information, and the transmittal and interpretation of management actions; to assume responsibility for one of more special functions, including personnel, commission liaison, community relations and education, budget preparation and monitoring, contract administration, customer service, utility billing, airport operations, and project management.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned staff for projects and administrative supervision over assigned staff for programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conduct assigned research, procedural and administrative work, studies, surveys, and analyses.

Prepare reports containing proposed or recommended solutions or courses of action; may represent a key executive or Department Head as delegated in dealing with departmental, commission, or inter-agency officials.

Make presentations and relay instructions and information to City Council, other staff members, or the public.

Participate in the development, administration, monitoring, and coordination of departmental budgets and budget reviews.

Compile summary tables and computations.

Design, publish, and coordinate distribution of the annual Water Quality and Consumer Confidence Reports; design and publish departmental informational material.

Prepare progress and periodic reports; confer with persons requesting service or making complaints, in person or by telephone; resolve problems.

Investigate circumstances and dispose of cases in accordance with established policies and regulations; recommend appropriate actions.
EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Manage the operation of Utility Department sections as assigned.

The operation of customer service and utility billing.

Perform duties related to operating and administering the City's Municipal Airport.

Manage and coordinate grant applications and administration.

Manage and coordinate the Customer Information System.

Perform highly technical and administrative tasks to support Utilities Department management, including the preparation and coordination of complex administrative and technical reports and projects.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Water, wastewater, solid waste, engineering, GIS, municipal agricultural and airport administrative functions.

Principles, practices, and techniques of organization, public administration, and management.

Principles of budgeting and grant administration.

Methods of organizing and conducting the business of official meetings and parliamentary procedure.

Organization and function of municipal government.

Principles, practices, and equipment of modern information systems and office management.
Knowledge of: (cont.)

Current developments and trends in municipal management and intergovernmental relations.

Computer systems and procedures including computerized graphic arts or desktop publishing and the Customer Information System.

Safe driving principles and practices.

Airport management and administration desirable.

Skill to:

Operate modern office equipment, including computer equipment.

Ability to:

Operate a motor vehicle safely.

Assemble, organize, and present in oral and written form statistical, financial and factual information derived from a variety of original and secondary sources.

Speak effectively to present ideas orally in a public forum.

Conceive and effectively implement public education programs.

Handle confidential matters with discretion.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of responsible administrative experience in the management of projects and programs.
Training:

An Associate's degree, or equivalent college units, with major course work in business or public administration, engineering, environmental sciences, or a related field. Bachelors Degree is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Special Requirements:

**Essential duties require the following physical skills and work environment:**

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September, 1999

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Revised: November 2005