

CITY OF BURBANK

ASSISTANT GENERAL MANAGER - BWP

DEFINITION

Subject to administrative determination of policy, to manage a major operating division in the municipal utility department; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs the operation and maintenance of a division within the utility systems; directs the engineering and construction of facilities, improvements, and extensions of assigned division; develops, presents, and implements fiscal plans; directs personnel administration; confers with the General Manager on policies; monitors and reports division operations; prepares reports for presentation to the City Manager, City Council, and regulatory agencies; confers with department managers and officials of PSD and other utilities and directs the division's operations to secure the best coordination possible with such other organizations; reviews federal, state, and local laws and ordinances relevant to the operation of a utility; reviews purchases and personnel actions; reviews and approves plans, contracts, and work orders; may act as department manager in the absence of the General Manager; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - administrative, financial, and technical problems of management, including knowledge of budget and fiscal administration, personnel administration, and public relations; basic principles of engineering and finance as applied to a utility; construction, maintenance, and operation of a utility facility and equipment.
- Ability to - plan, direct, and coordinate large scale operations; provide leadership to a large group of subordinate managers; analyze technical and administrative problems and develop effective solutions; prepare and present reports and public addresses; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in civil, electric, or mechanical engineering; registration as a professional engineer in the state of California; six (6) years administrative experience, including three (3) years in the planning, direction, and coordination of a major division or section of a governmental, business, or utility organization.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience in public or investor-owned utility.