

CITY OF BURBANK

GENERAL MANAGER – BURBANK WATER AND POWER

DEFINITION

Subject to administrative determination of policy, to plan, lead, organize, and control the operation and extension of the municipal water, light and power department; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs the operation and maintenance of water and electric systems; directs the engineering and construction of plants, improvements, and utility system extensions; plans, presents, and controls fiscal plans; directs personnel administration; confers with the City Manager on policies and plans, and reports on operations; confers with other department managers and officials of other utilities and directs the department's operations to secure the best coordination possible with such other organizations; reviews purchases and personnel actions; reviews and approves plans, contracts, and work orders.

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; ability to plan, direct, and coordinate large scale operations.
- Ability to - provide leadership to a large group of subordinate executives; earn the confidence, respect, and cooperation of other officials and the public; analyze technical and administrative problems and to develop effective solutions; prepare and present reports and addresses.

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 college, plus 10 years' administrative experience, including 5 years in the planning, direction, and coordination of a major division of a government, business, or utility organization.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Public utility experience.