

NOTICE

EMPLOYMENT OPPORTUNITY

CITY OF WINTER HAVEN

P.O. BOX 2277, WINTER HAVEN, FL 33883-2277

Phone (863) 291-5650

www.mywinterhaven.com

Hearing Impaired: 711 RELAY or 1-800-955-8770

February 23, 2010

OPEN COMPETITIVE/PROMOTIONAL
UTILITY SERVICES DEPARTMENT DIRECTOR

ESSENTIAL JOB FUNCTIONS: Performs highly responsible administrative and professional work in directing the City's utility service operation and providing leadership to staff. Plans, directs, promotes and continually monitors the City's utility service functions to include water and waste water treatment, distribution, collection, utility construction and maintenance. Ensures that established goals and objectives are accomplished in accordance with prescribed priorities, time limitations and funding conditions. Develops and implements methods and procedures for improving the efficiency and quality of related activities, operations and staff. Prepares budget estimates, supports budget recommendations and ensures that department expenditures do not exceed that which is budgeted annually. Plans, coordinates, directs and exercises general supervision over employees. Directs staff in the development and continuous provision of efficient and effective programs and activities. Directs the pursuit and acquisition of funding for special projects and programs. Makes recommendations on the establishment, abolition and consolidation ordinances, rules and regulations essential to program development and implementation. Exercises analytical, written, verbal and computer application skills to create formal presentations. Publicly presents clear and concise informational reports. Maintains effective liaison with City officials, public and private agencies and the general public on matters of mutual concern. Conducts and attends a variety of meetings and conferences. This is not intended to be an all inclusive listing of essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES: Thorough knowledge of the principles, practices and laws pertaining to water and sewer collection, distribution, treatment, utility construction and maintenance and related customer billing activities. Knowledge of applicable recent developments and current literature. Ability to plan, direct and coordinate diverse programs and perform related activities. Ability to prepare and present technical reports, time and cost estimates, budgets and related records. Ability to evaluate problems, analyze facts and effect appropriate solutions. Ability to respond to organization and community needs. Ability to communicate effectively, both orally and in writing. Ability to consistently demonstrate skill and leadership.

MINIMUM EDUCATION & EXPERIENCE: Graduation from an accredited four year college or university with a Bachelors degree in Business Administration, Public Administration, Engineering or related field. Five years, preferably 10 years, of progressively responsible experience in a public sector administrative or supervisory capacity. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

(OVER)

SPECIAL REQUIREMENTS: Possession of a valid State of Florida Class E drivers' license with a good driving record as determined by the City of Winter Haven. Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by the City of Winter Haven.

PHYSICAL/ENVIRONMENTAL FACTORS: Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

SALARY & BENEFITS: \$71,240 per year minimum with a benefit package that includes 12 vacation days, 12 sick days and 10 paid holidays per year; co-sponsored medical, dental and life insurance plan participation; a co-sponsored pension plan and Social Security coverage.

CONTACT: Human Resources

CLOSING DATE: March 23, 2010

"EQUAL OPPORTUNITY EMPLOYER"