



City of Tempe

MUNICIPAL UTILITIES BUSINESS MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	584	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Management Assistant II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Municipal Utilities Director.

Exercises direct supervision over professional, paraprofessional, technical and/or administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of administrative or program management experience in a public agency, including two (2) years of supervisory responsibility.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public administration, business administration or related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver's license. • Possession of, or required to obtain within six (6) months of hire, Certificate of Mediation Skills Training from the American Arbitration Association or equivalent.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Actively supports and upholds the City's stated mission and values. Develops, plans and implements actions and activities associated with, and in furtherance of, the strategic business goals and priority objectives of the Municipal Utilities Department. Recommends and administers Department-wide policies and procedures; coordinates assigned activities; provides highly responsible and complex financial, budgetary and business assistance and serves as a technical advisor to the Municipal Utilities Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with Municipal Utilities Director to provide strong, visionary and innovative management and leadership for the Municipal Utilities Department (Water, Wastewater, Solid Waste, Fleet) in accordance with the City's Mission and Values.
- Advise and assist with departmental succession planning efforts.
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies.
- Facilitate and coordinate department initiatives.
- Participate in and work closely with the Municipal Utilities Director and Deputy Municipal Utilities Directors in all reorganizations as part of organizational development coordination and budgetary guidelines.
- Assist and advise the Municipal Utilities Director on various management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures.
- Explain and interpret departmental activities, programs and procedures.
- Represent the Department on various taskforce projects, boards and committees.
- Respond to and resolve a variety of requests and complaints for employees, other municipalities and the general public.
- Direct or provide answers to questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and present surveys and reports and other necessary correspondence to the Municipal Utilities Director on a variety of business management and leadership processes.
- Supervise and perform extensive research for special projects; collect information on operational and administrative challenges; synthesize information and make recommendations on policy issues; present issues to the Municipal Utilities Director and Deputy Municipal Utilities Directors.
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues.
- Provide department oversight, direction and information to deputy directors, managers, supervisors and employees pertaining budgetary and financial considerations.
- Investigate complaints and recommend corrective action to resolve issues.
- Provide department orientation to new employees in conjunction with department director, deputy directors, managers and/or supervisors.
- Provide guidance and assistance to supervisors on budget preparation, execution and monitoring in conjunction with Municipal Budget Office and other departments as appropriate.
- Act as primary point of contact for the department for complex business issues; investigate related concerns; gather information and documentation relating to investigations; coordinate and provide guidance to the Municipal Utilities Director on corrective actions within the department.
- Provide department oversight of annual operating and capital budget preparation and administration.

- Act as liaison between the Municipal Utilities Department (Water, Wastewater, Solid Waste, Fleet) and the Internal Services Budget Department on budget-related issues.
- Lead or assist with preparing financial analysis to council committees, management and policymakers.
- Advise management and business operations on budget impacts, policies and procedures and assist them in the maintenance of proper budgetary controls.
- Provide oversight of the department business plan and asset management plan.
- Assist business operations with researching and establishing benchmarks, best practices and peer comparisons.
- Provide proactive performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2020