

CITY OF CHATTANOOGA
Classification Specification Title: Assistant Director Administration
(Wastewater)

Department: Wastewater

Pay Grade: WWFG.14E

Supervision Received From: Director Admin.

FLSA Status: Exempt

Supervisory Responsibility For: Managers

Established: 1/1/22

Revision Dates: 3/28/25;

**12/13/24; 8/27/24; 10/20/23;
9/29/22**

CLASSIFICATION SUMMARY:

The incumbent is responsible for effectively assisting in leading and managing all assigned operational work groups under the supervision of the Director of Administration - Wastewater. Plans and directs the operations of the assigned work groups to ensure division goals and objectives are accomplished. Coordinates teams to manage work, address problems, set priorities, implement training programs, and adhere to Standard Operating Procedures with guidance from the Director of Administration. Holds primary responsibility for the effective implementation, review and amendment of safety policies and procedures in his/her assigned work groups. Work is performed under administrative review working with a high degree of initiative and judgment. May stand-in for Director of Administration - Wastewater when required.

SERIES LEVEL:

The Assistant Director for Administration is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages staff, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained appropriately; ensuring employees follow policies and procedures as required by the City Employee Instruction Guide, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Manages the day-to-day activities of applicable division work groups which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Facilitates collaborative and innovative problem solving and decision-making process to address operational circumstances or operational issues. Serve on the Wastewater Management Team to ensure the execution of division mission and strategic plans and may act on behalf of the Director of Administration as requested.

May represent the City and/or the Regional Wastewater System at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events or groups in order to receive and/or convey information pertaining to City policy, projects or programs. This may include managing the department's items on the City Council agenda and working with City and departmental staff on external communications with citizens and the news media.

May prepare, review, interpret and analyze a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

May prepare resolutions and ordinances, requests for proposal, MOUs, and other documentation.

Assists with developing and administering the division budget; may provide overall fiscal oversight to division-wide budget, including procurement and budget policies and procedures, approvals of requisitions and change orders, etc. May approve expenditures; review financial statements. May proposes an annual budget ordinance that includes (when required) annual rate and fee increases. May lead financial planning to ensure the short and long term fiscal health of the utility and enterprise fund. May serve as staff lead for engagement with state and federal officials regarding state and federal utility loan programs, including SRF and WIFIA.

May work with consultants, and develop and oversee the annual capital budget and program.

May direct and oversee the day to day activities and operations of the following utility work areas: Sewer billing; Blanket contracts, procurement, invoicing, requisitioning; Capital contracts, procurement, invoicing, and requisitioning; Division payroll functions; Warehouse services, including asset management, procurement and storage of equipment, parts, and other supplies; Budget, both operating and capital; Work Order management.

May direct and manage subordinate wastewater utility staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Approves leave requests.

May perform departmental leadership duties, including assisting with developing policies, operating procedures, rules, regulations, and work methods, and makes recommendations for their improvement. Formulates long- and short-range goals and objectives for better operating efficiency. Evaluates staff procedures on a continuous basis; recommends and implements improvements where necessary. Interprets rules, policies, and procedures for staff members.

May drive and support continuous improvement activities related to safety, quality, and cost.

May represent the City of Chattanooga's interests towards suppliers and contractors.

May compile and provide reports related to areas of responsibility.

May cooperate and collaborate with groups and individuals across all departments and divisions, and other service units with focus on achieving optimal results/solutions.

Must perform all tasks and assignments in accordance with The City of Chattanooga's policies and procedures.

Must ensure all required training is completed in a timely manner made by all team members in their area of responsibility.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Other tasks and duties as assigned

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or a related field and six (6) years of progressively responsible management experience involving planning, directing or coordinating the operations of companies, public sector or private sector organizations, to include managing daily operations, budgeting, staffing functions and human resources or any combination of equivalent experience and education. Must have supervisory experience.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of international, federal, state, and local regulations; grant writing; budgeting principles and practices; program management and development including supervisory principles; project management principles and practices; vendor management principles; personal computer and operating systems; Microsoft Office and Google applications and customer service principles. Manages and oversees accounting, invoicing, revenue collection, and fund disbursement activities. Analyzes, compiles, and communicates financial data to assist in decision making. Oversees purchasing and warehousing functions. Monitors contracts for compliance with guidelines and specifications.

Skill in monitoring and evaluating the work of subordinate staff; responding to common inquiries or complaints from customers, regulatory agencies and business community; presentations to administrators, public and boards; using logic and reasoning to identify alternative solutions or approaches to problems.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to fumes, odors, dusts, gases and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

SUPPLEMENTAL INFORMATION:

All employees must maintain Tennessee residency from the date of hire.

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.