



DEPARTMENT OF HUMAN RESOURCES
CITY OF BOWLING GREEN

October 14, 2021

ASSISTANT UTILITIES DIRECTOR
CITY OF BOWLING GREEN, OHIO
Pay Band 7: \$95,680 - \$108,160

This salaried, exempt executive position is responsible for assisting the Utilities Director with management, planning, and general administration of Electric, Water, and Wastewater Utilities. Represents the City on various committees and boards; Researches, studies, and plans for capital projects, policy development, and operational improvements; Manages divisions, oversee capital projects, and ensures regulatory compliance; Prepares and tracks budgets, financial analysis, utility rates and charges for service; Communicates with citizens regarding programs, services, and complaints; Communicates with elected officials regarding Utilities Department matters; Communicates with all levels of Utilities Department management regarding City matters, daily operations, budget, and capital projects; Coordinates project funding opportunities for grants and loans and ensures compliance with Federal and State requirements; Reviews and approves purchase orders; Reviews and analyzes annual budget requests; Meets and communicates with employee labor organizations in collective bargaining; Prepares Board of Public Utilities agenda and presents information at public meetings; Participates in public meetings, attends conferences and workshops; Coordinates and participates in economic development activities; Collaborates with other City Departments to improve operations and efficiencies; Fulfills the duties of the Utilities Director in the absence of the Utilities Director; and performs other related duties as assigned. Four-year college degree in related field (Accounting, Engineering, Business, Public Administration); no less than ten year's related experience; must maintain a valid Ohio Driver's License. A copy of the job description will be provided.

Interested persons must complete an application packet that is available either by visiting the Department of Human Resources, 304 N Church St, Bowling Green, OH 43402 or by accessing it online at <https://www.bgohio.org/Jobs.aspx>. Additionally, applications must complete a written statement of experience describing the following:

1. Managing a municipal utilities department related to electric, water, wastewater, billing, engineering or other related work;
2. Preparing and working with public budgets, financing options, utility rates, and policies;
3. Managing and/or supervising personnel;
4. Short and long-term planning, and improving operations;
5. Working with Boards, City Councils, or other public bodies;
6. Working with the public, customers, contractors and consultants;
7. Working with other public agencies.

Résumés may be included but will not substitute for a completed application packet. Application materials must be returned to the Department of Human Resources by one of the following methods: By email to humanresources@bgohio.org; by fax to (419) 352-1262 or by US Mail or hand-delivery to the address above. Office hours are Mon – Fri 8:00 a.m. 4:30 p.m. You can reach the Department of Human Resources by phone at (419) 354-6200. **Deadline for making application is 4:30 p.m. November 5, 2021. AA/EEO**



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